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New Hampshire
CAMPAIGNFINANCE
SYSTEM

User Training Guide

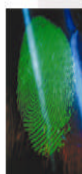


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1. Introduction

The New Hampshire Campaign Finance System (NH CFS) was designed to enable the Candidates running for public office, Political Action Committees and Candidate Committees to report their campaign finances electronically over the Internet. The NH CFS is a browser-based system that can be accessed through an Internet browser on the user's desktop computer.

2. Overview of the system

The Campaign Finance System can be divided in to three different sections: Public section, Candidate/Committee section and the State Administrator section. This guide provides the steps and details on how to the use the Public and Candidate/Committee sections.

Public Module:

The user in the Public Module of the system can:

1. Register a Political Action Committee
2. Register a Candidate Committee
3. Register a Candidate
4. View Candidate/Committee Statements of Receipts and Expenditures
5. View Individual Contributor Reports
6. View list of all registered Candidates/Committees

Candidate/ Committee Module:

The user in the Candidate/ Committee Module of the system can:

1. View/Edit Registration Information
2. Add New Contribution
3. Add New Expenditure
4. Edit/File Pending Transactions
5. Amend Filed Transactions
6. Upload Transactions
7. Change Password
8. View Statements of Receipts and Expenditures

3. Business Processes

This section explains some of the business processes involved in the system.

Definitions:

1. **Public User:** All users of the system can access the public module of the system. But a public user can access only the public module of the system.
2. **Candidate/ Committee User:** A Candidate/ Committee user is one who is authorized to use the login information of an activated Candidate/ Committee registered in the CFS. A Candidate/ Committee user can access the Candidate/ Committee and the public modules of the system.
3. **State Administrator:** The State Administrator is a State authorized user who can access the administrator and public modules of the system.
4. **New Candidate/ Committees:** Committees that are registered in the CFS and not activated are called new Candidates/Committees. New Candidate/Committee users cannot access the Candidate/Committee module of the system until the State Administrator activates the Candidate/ Committee.
5. **Active Candidates/Committees:** Candidates/Committees that are registered in the CFS and activated are called active Candidates/Committees. Active Candidate/Committee users can access the Candidate/ Committee module of the system.
6. **In-active Candidates/Committees:** Candidates/Committees that are registered in the CFS and in activated are called in-active Candidates/Committees. In-active Candidate/Committee users cannot access the Candidate/Committee module of the system until the State Administrator activates the Candidate/Committee.
7. **Pending Transaction:** Any transaction entered by the Candidate/Committee user becomes a pending transaction. The Candidate/Committee user can edit these transactions unlimited number of times. These transactions are not visible to the public until the Candidate/Committee user chooses to file these transactions.
8. **Filed Transaction:** Any transaction filed by the Candidate/ committee user is a filed transaction. These transactions are visible to the public. The Candidate/Committee user can amend these transactions but all the amendments will be shown in the public reports of the Candidate/Committee.
9. **Public Reports:** The reports available to the public user are called public reports. The two public reports in the system are Reports of Receipts and Expenditures of Candidates/Committees and Individual Contributor Reports. These reports contain all the information that was filed by the Candidates/committees in CFS.
10. **Candidate/Committee Reports:** Candidate/Committee Reports are available only to Candidate/Committee users. These reports contain both filed and pending transaction information.

How can a user register a candidate/committee and start the system?

1. A public user completes and submits the registration form in the CFS.
2. The system provides the user with the login information for the Candidate/Committee.

3. The user then prints, signs and mails the registration form and any applicable fees to the State office
4. The administrator then verifies the registration information and activates the Candidate/Committee. Now the public user who registered the Candidate/Committee becomes a Candidate/Committee user.
5. The user can then login to the system using the login information.
6. The user can now access the Candidate/Committee module of the system.

How can a user download the public reports?

1. A public user selects a report link from the public menu of the CFS. There are two reports available to the public: Reports of Receipts and Expenditures of a Candidate/Committee and Individual Contributor Report
2. The user can search for the required report using the search criteria and then view/download the report in PDF/Excel format.

How can a user file a transaction using the system?

1. A Candidate/Committee user enters a transaction in to the system. There are two ways this can be done.
 - i. The user can enter the transactions using the online forms for contributions and expenditures.
 - ii. The user can use an offline predefined Excel file format to enter the transactions. The Excel file can then be uploaded to the system.
2. Any transaction entered in to the CFS is stored as a pending transaction. The Candidate/Committee user then files these pending transactions making them filed transactions.

How can a user edit the Candidate/Committee information?

1. A Candidate/Committee user can edit the registration information using the Edit Registration Information feature in the Candidate/Committee module.
2. The following rules apply:
 - i. Candidate/Committee name cannot be changed
 - ii. The names of the candidates supported/opposed by a political committee cannot be removed. But they can be changed.
 - iii. The other officers of a political or candidate committee cannot be removed. But they can be changed.
 - iv. Candidate name of a candidate registration cannot be changed
3. The following changes need to be approved by the administrator before it is official and available to the public:
 - i. Any change to the name of the chairperson or treasurer of a political committee

- ii. Any change to the name of the chairperson or treasurer of a candidate committee

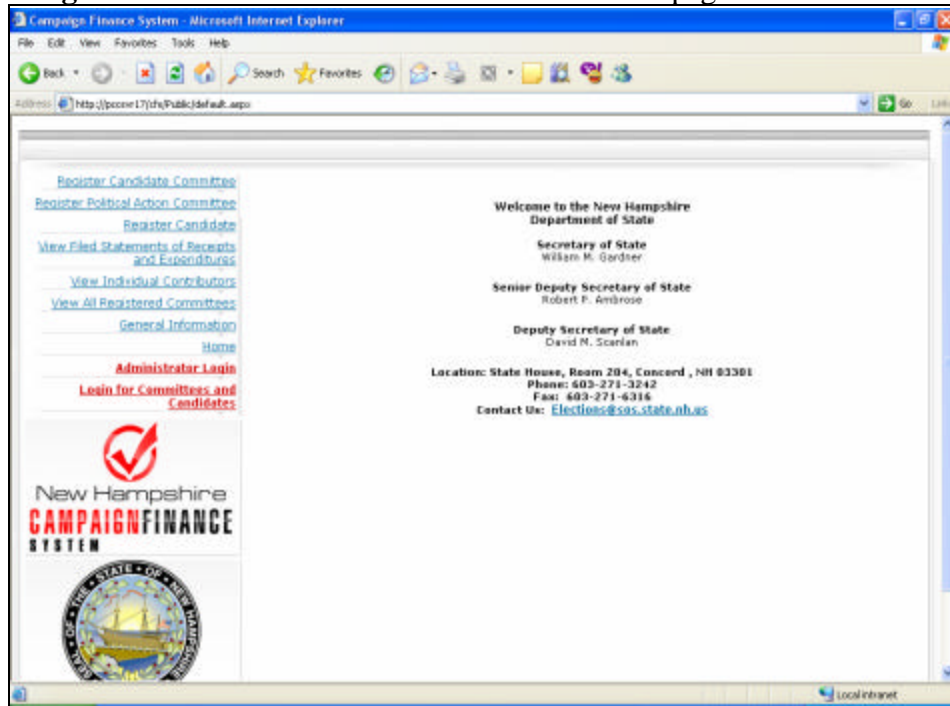
How are the spending and contribution limits for the candidates enforced?

1. When a candidate registers in CFS, the administrator sets whether or not the candidate has agreed to the spending limits. This can be changed at any time after the registration.
2. These limits are used to inform the candidate/committee user whether or not a transaction entered in to the CFS is compliant with the NH laws.
3. The system will allow the candidate to file all transactions irrespective of their compliancy status.

4. Public Section of the Campaign Finance System:

4.1 Candidate Committee Registration:

Step 1: Click the **Register Candidate Committee** link on the homepage



Step 2: The **Candidate Committee Registration Form** appears

The screenshot shows the "CANDIDATE COMMITTEE REGISTRATION - RSA 664:3" form. The browser window is titled "RegistrationForm - Microsoft Internet Explorer". The address bar shows "http://pccent1717nfr/Public/RegistrationForm.aspx?regtype=C&". The form has a left sidebar with navigation links: "Register Candidate Committee", "Register Political Action Committee", "Register Candidate", "View Filed Statements of Receipts and Expenditures", "View Individual Contributors", "View All Registered Committees", "General Information", "Home", "Administrator Login", and "Login for Committees and Candidates". The form fields are organized into sections: "Committee Name" (text), "Street Number" (text), "Town" (text), "State" (dropdown menu set to "New Hampshire"), "User Name" (text), "Password" (text), "Email" (text), "Phone Number" (text), "CHAIRPERSON" (text), "First Name" (text), "Middle" (text), "Occupation" (text), "Place of Principal Employment" (text), "Physical Address" (text), "Street Name/P.O. Box" (text), "Address Line2" (text), "Zip" (text), "Mailing Address (Same as Physical Address)" (checkbox), "TREASURER***Must be a N.H. Resident(RSA 664:13)" (text), "Last Name" (text), "First Name" (text), "Middle" (text), "Occupation" (text), "Place of Principal Employment" (text), "Physical Address" (text), "Street Name/P.O. Box" (text), "Address Line2" (text), "Zip" (text). The New Hampshire Campaign Finance System logo is at the bottom left.

Step 3: Enter the Committee details

RegistrationForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://pccvt171chf/Public/RegistrationForm.aspx?regtype=CAN>

[Register Candidate Committee](#)
[Register Political Action Committee](#)
[Register Candidate](#)
[View Filed Statements of Receipts and Expenditures](#)
[View Individual Contributors](#)
[View All Registered Committees](#)
[General Information](#)
[Home](#)
[Administrator Login](#)
[Login for Committees and Candidates](#)

New Hampshire CAMPAIGN FINANCE SYSTEM

CANDIDATE COMMITTEE REGISTRATION - RSA 664:3

Committee Name: Alternate Name:

Street Number: StreetName/P.O. Box: Address Line2:

Town: State: Zip: -

User Name: Password:

Email: Phone Number:

CHAIRPERSON

Last Name: First Name: Middle:

Occupation: Place of Principal Employment:

Email: Phone Number:

Physical Address:

Street Number: StreetName/P.O. Box: Address Line2:

Town: State: Zip: -

Mailing Address: (Same as Physical Address ☒)

Street Number: StreetName/P.O. Box: Address Line2:

Town: State: Zip: -

TREASURER*Must be a N.H. Resident(RSA 664:13)**

Last Name: First Name: Middle:

Occupation: Place of Principal Employment:

Email: Phone Number:

Physical Address:

Street Number: StreetName/P.O. Box: Address Line2:

Town: State: Zip: -

Done Local Intranet

Step 4: Enter the Chairperson and Treasurer details

RegistrationForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://pccvt171chf/Public/RegistrationForm.aspx?regtype=CAN>

[and Expenditures](#)
[View Individual Contributors](#)
[View All Registered Committees](#)
[General Information](#)
[Home](#)
[Administrator Login](#)
[Login for Committees and Candidates](#)

New Hampshire CAMPAIGN FINANCE SYSTEM

Town: State: Zip: -

User Name: Password:

Email: Phone Number:

CHAIRPERSON

Last Name: First Name: Middle:

Occupation: Place of Principal Employment:

Email: Phone Number:

Physical Address:

Street Number: StreetName/P.O. Box: Address Line2:

Town: State: Zip: -

Mailing Address: (Same as Physical Address ☒)

Street Number: StreetName/P.O. Box: Address Line2:

Town: State: Zip: -

TREASURER*Must be a N.H. Resident(RSA 664:13)**

Last Name: First Name: Middle:

Occupation: Place of Principal Employment:

Email: Phone Number:

Physical Address:

Street Number: StreetName/P.O. Box: Address Line2:

Town: State: Zip: -

Mailing Address: (Same as Physical Address ☒)

Street Number: StreetName/P.O. Box: Address Line2:

Town: State: Zip: -

Done Local Intranet

Step 5: Enter the Purpose of the Committee, Other Officers of the Committee, Election and Office details

RegistrationForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address http://pcnm171cfs/Public/RegistrationForm.aspx?regid=pm=CAW

TOWN OF WILKESBORO, N.H. RESIDENT REGISTRATION

Last Name: Doe First Name: Jane Middle:

Occupation: Vice President Place of Principal Employment: XYZ Group

Email: Phone Number:

Physical Address:

Street Number: 12 Street Name: Main St Address Line 2:

Town: Concord State: New Hampshire Zip: 12046

Mailing Address: (Same as Physical Address ☒)

Street Number: Street Name: P.O. Box: Address Line 2:

Town: State: New Hampshire Zip:

PURPOSE OF COMMITTEE: Test committee

Indicate the election(s) for which the committee is registering:

Election Year / Type: 2008 ☒ Primary ☒ General ☐ Other

Other:

Party Affiliation: Other Office: Governor

District: County:

OTHER OFFICERS

| Last Name | First Name | Street# St. Name | Town | State | Zip | Place of principal employment | Occupation |
|-----------|------------|------------------|------|-------|-----|-------------------------------|------------|
| | | | | NH | | | |

[Click here to add more Officer](#)

Done Local intranet

Step 6: Click the **Continue** button

The screenshot shows a Microsoft Internet Explorer browser window displaying a registration form for the New Hampshire State Seal Commission. The browser's address bar shows the URL: <http://pcos172/fs/Public/RegistrationForm.asp?regtype=CAN>. The form is titled "RegistrationForm" and features the New Hampshire State Seal on the left. The form fields are organized into sections: Personal Information, Physical Address, Mailing Address, Purpose of Committee, Election Year / Type, Party Affiliation, District, and Other Officers. The "Other Officers" section is currently empty, and a "Continue" button is visible at the bottom right of the form area.

RegistrationForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address <http://pcos172/fs/Public/RegistrationForm.asp?regtype=CAN> Go

NEW HAMPSHIRE STATE SEAL COMMISSION

PERSONAL INFORMATION

Last Name: First Name: Middle:

Occupation: Place of Principal Employment:

Email: Phone Number:

Physical Address:

Street Number: Street Name / P.O. Box: Address Line 2:

Town: State: Zip: -

Mailing Address: Same as Physical Address ☒ }
 Street Number: Street Name / P.O. Box: Address Line 2:

Town: State: Zip: -

PURPOSE OF COMMITTEE:

Indicate the election(s) for which the committee is registering:

Election Year / Type: ☒ Primary ☒ General ☐ Other

Other:

Party Affiliation: Office:

District: County:

OTHER OFFICERS

| Last Name | First Name | Street & St. Name | Town | State | Zip | Place of principal employment | Occupation |
|----------------------|----------------------|----------------------|----------------------|---------------------------------|----------------------|-------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="NH"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Click here to add more Officer](#)

Local Internet

Step 7: The Review page will appear. Here you can review the details that you entered earlier.

Step 8: Click the **Confirm Continue to Printable Form** button. You can also click the **Back** button to go back to the registration form page and change any details.

Step 9: This page shows the login details for the committee that you registered. After the State Administrator activates the committee, you can log into the system using these. Click the **Click to Download Printable Registration Form** button.

RegistrationForm - Microsoft Internet Explorer

Address: <http://pccsr173fs/Public/ConfirmedReg.aspx?regtype=CAN>

[Register Candidate Committee](#)
[Register Political Action Committee](#)
[Register Candidate](#)
[View Filed Statements of Receipts and Expenditures](#)
[View Individual Contributors](#)
[View All Registered Committees](#)
[General Information](#)
[Home](#)
[Administrator Login](#)
[Login for Committees and Candidates](#)

Your Log-in Information:

| | |
|----------------------|----------------|
| Your Committee Name: | Test Committee |
| Your Committee ID: | 25 |
| Your User Name: | test |
| Your Password: | test |

IMPORTANT: Please click the button below to download the pre-filled registration form, print it, sign it and then mail to Secretary of State's Office

[Click to Download Printable Registration Form](#)

New Hampshire
CAMPAIGN FINANCE
SYSTEM

Step 10: A printable (PDF) version of the registration form will appear. You must print this, sign it and mail it to the State Administrator to complete the registration.

RegistrationForm - Microsoft Internet Explorer

Address: <http://pccsr173fs/report/ViewReportWindow.aspx>

STATE OF NEW HAMPSHIRE
Political Committee Registration - RSA 664:3

Committee Name: TEST COMMITTEE

Address: 123 MAIN ST. CONCORD, NH 03345

Phone: _____

CHAIRPERSON **TREASURER** *** Must be a N.H. Resident (RSA 664:13)

Name: JOHN DOE Name: JANE DOE

Street Address: 12 MAIN ST. Street Address: 12 MAIN ST.

Town/State/Zip: CONCORD, NH 03345 Town/State/Zip: CONCORD, NH 03345

Occupation: MANAGER Occupation: VICE PRESIDENT

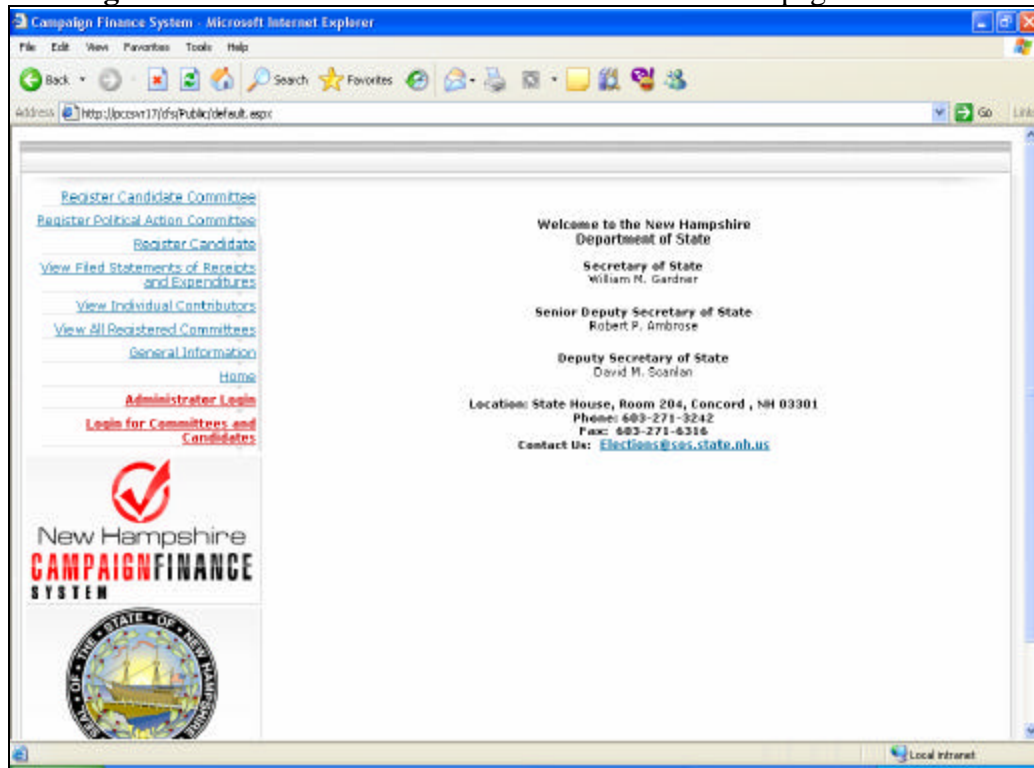
Place of Principal Employment: ABC TECHNOLOGIES Place of Principal Employment: XYZ GROUP

Downloaded (0.8) | 1 of 2 | Unknown Zone

New Hampshire
CAMP
SYSTE

4.2 Political Action Committee Registration:

Step 1: Click the **Register Political Action Committee** link on the homepage



Step 2: The **Political Action Committee Registration Form** appears

Step 3: Enter the Committee details

The screenshot shows the 'RegistrationForm' in Microsoft Internet Explorer. The browser address bar displays 'http://pccsv17/dfs/PublicRegistrationForm.asp?regtype=POL'. The page title is 'POLITICAL COMMITTEE REGISTRATION - RSA 664:3'. On the left, a sidebar contains links: 'Register Candidate Committee', 'Register Political Action Committee', 'Register Candidate', 'View Filed Statements of Receipts and Expenditures', 'View Individual Contributors', 'View All Registered Committees', 'General Information', 'Home', 'Administrator Login', and 'Login for Committees and Candidates'. Below these links is the 'New Hampshire CAMPAIGN FINANCE SYSTEM' logo and the state seal. The main form area is titled 'POLITICAL COMMITTEE REGISTRATION - RSA 664:3'. It contains the following fields: 'Committee Name' (Text Committee), 'Alternate Name' (empty), 'Street Number' (123), 'StreetName/P.O. Box' (Main St), 'Address Line2' (empty), 'Town' (Concord), 'State' (New Hampshire), 'Zip' (12345), 'User Name' (test), 'Password' (test), 'Email' (empty), and 'Phone Number' (empty). Below these are sections for 'CHAIRPERSON' and 'TREASURER'. Each section includes fields for 'Last Name', 'First Name', 'Middle' (all empty), 'Occupation' (empty), 'Place of Principal Employment' (empty), 'Email' (empty), and 'Phone Number' (empty). There are also 'Physical Address' and 'Mailing Address' sections for each, with fields for 'Street Number', 'StreetName/P.O. Box', 'Address Line2', 'Town', 'State' (New Hampshire), and 'Zip'. A checkbox 'Mailing Address (Same as Physical Address)' is present for both. A note for the Treasurer states: 'TREASURER***Must be a N.H. Resident(RSA 664:13)'. At the bottom, there is a 'PURPOSE OF COMMITTEE' field and a text prompt: 'Indicate the election(s) for which the committee is registering:'.

Step 4: Enter the Chairperson and Treasurer details

This screenshot shows the same registration form as Step 3, but with data entered for the Chairperson and Treasurer. The 'CHAIRPERSON' section is filled with: Last Name: Doe, First Name: John, Middle: (empty), Occupation: Manager, Place of Principal Employment: ABC Corp., Email: (empty), Phone Number: (empty), Physical Address: Street Number 24, StreetName/P.O. Box Main St, Address Line2 (empty), Town Concord, State New Hampshire, Zip 12354. The 'Mailing Address' checkbox is checked. The 'TREASURER' section is filled with: Last Name: Doe, First Name: Jane, Middle: (empty), Occupation: Cashier, Place of Principal Employment: Bank of America, Email: (empty), Phone Number: (empty), Physical Address: Street Number 123, StreetName/P.O. Box Main St, Address Line2 (empty), Town Concord, State New Hampshire, Zip 12345. The 'Mailing Address' checkbox is also checked. The 'PURPOSE OF COMMITTEE' field is empty, and the text prompt 'Indicate the election(s) for which the committee is registering:' is visible at the bottom.

Step 5: Enter the Purpose of the Committee, Statement of Independent Expenditures and Other Officers of the Committee

RegistrationForm - Microsoft Internet Explorer

Address: http://ccorn171717/Public/RegistrationForm.asp?regtype=POL

Physical Address:

Street Number: 123 StreetName/ P.O.Box: Main St Address Line2:

Town: Concord State: New Hampshire Zip: 12345 -

Mailing Address: (Same as Physical Address) ☒

Street Number: StreetName/ P.O.Box: Address Line2:

Town: State: New Hampshire Zip: -

PURPOSE OF COMMITTEE:

To support pro-environment candidates

Indicate the election(s) for which the committee is registering:

Election Year / Type: 2008 ☒ Primary ☒ General ☐ Other

Other:

Statement of Independent Expenditures

☒ The Committee **will not** be making independent expenditures.

☐ The Committee **will** be making independent expenditures with respect to the following candidates:

Name of Candidate: In Support of: In Opposition to:

OTHER OFFICERS

| Last Name | First Name | Street# St. Name | Town | State | Zip | Place of principal employment | Occupation |
|-----------|------------|------------------|------|-------|-----|-------------------------------|------------|
| Smith | John | 123 Main St | | NH | | | |

[Click here to add more Officer](#)

Continue

Step 6: Click the **Continue** button

RegistrationForm - Microsoft Internet Explorer

Address: http://ccorn171717/Public/RegistrationForm.asp?regtype=POL

Physical Address:

Street Number: 123 StreetName/ P.O.Box: Main St Address Line2:

Town: Concord State: New Hampshire Zip: 12345 -

Mailing Address: (Same as Physical Address) ☒

Street Number: StreetName/ P.O.Box: Address Line2:

Town: State: New Hampshire Zip: -

PURPOSE OF COMMITTEE:

To support pro-environment candidates

Indicate the election(s) for which the committee is registering:

Election Year / Type: 2008 ☒ Primary ☒ General ☐ Other

Other:

Statement of Independent Expenditures

☒ The Committee **will not** be making independent expenditures.

☐ The Committee **will** be making independent expenditures with respect to the following candidates:

Name of Candidate: In Support of: In Opposition to:

OTHER OFFICERS

| Last Name | First Name | Street# St. Name | Town | State | Zip | Place of principal employment | Occupation |
|-----------|------------|------------------|------|-------|-----|-------------------------------|------------|
| Smith | John | 123 Main St | | NH | | | |

[Click here to add more Officer](#)

Continue

Step 7: The Review page will appear. Here you can review the details that you entered earlier.

POLITICAL COMMITTEE REGISTRATION - RSA 664:3

Committee Name: **Test Committee** Short Name:

Street Number: **123** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12345**

User Name: **test** Password: **test** Phone Number:

CHAIRPERSON

Last Name: **Doe** First Name: **John** Middle:

Occupation: **Manager** Place of Principal Employment: **ABC Corp.**

Email: Physical Address:

Street Number: **24** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12354**

Mailing Address:

Street Number: **24** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12354**

TREASURER**Must be a N.H. Resident(RSA 664:13)**

Last Name: **Doe** First Name: **Jane** Middle:

Occupation: **Cashier** Place of Principal Employment: **Bank of America**

Email: Physical Address:

Street Number: **123** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12345**

Mailing Address:

Street Number: **123** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12345**

PURPOSE OF COMMITTEE: **To support pro-environment candidates**

Indicate the election(s) for which the committee is registering:

Election Year: **2008** ☒ Primary ☒ General ☐ Other

Other:

Statement of Independent Expenditures

The Committee will **not** be making independent expenditures.

In Support of In Opposition to

OTHER OFFICERS

| Last Name | First Name | Street # | St. Name | Town | State | Zip | Place of principal employment | Occupation |
|-----------|------------|----------|----------|---------|-------|-------|-------------------------------|------------|
| Smith | John | 123 | Main St. | Concord | NH | 12345 | | |

[Back](#) [Confirm and Continue to Printable Form](#)

Step 8: Click the **Confirm Continue to Printable Form** button. You can also click the **Back** button to go back to the registration form page and change any details.

POLITICAL COMMITTEE REGISTRATION - RSA 664:3

Committee Name: **Test Committee** Short Name:

Street Number: **123** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12345**

User Name: **test** Password: **test** Phone Number:

CHAIRPERSON

Last Name: **Doe** First Name: **John** Middle:

Occupation: **Manager** Place of Principal Employment: **ABC Corp.**

Email: Physical Address:

Street Number: **24** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12354**

Mailing Address:

Street Number: **24** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12354**

TREASURER**Must be a N.H. Resident(RSA 664:13)**

Last Name: **Doe** First Name: **Jane** Middle:

Occupation: **Cashier** Place of Principal Employment: **Bank of America**

Email: Physical Address:

Street Number: **123** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12345**

Mailing Address:

Street Number: **123** Street Name/P.O. Box: **Main St.** Address Line 2:

Town: **Concord** State: **NH** Zip: **12345**

PURPOSE OF COMMITTEE: **To support pro-environment candidates**

Indicate the election(s) for which the committee is registering:

Election Year: **2008** ☒ Primary ☒ General ☐ Other

Other:

Statement of Independent Expenditures

The Committee will **not** be making independent expenditures.

In Support of In Opposition to

OTHER OFFICERS

| Last Name | First Name | Street # | St. Name | Town | State | Zip | Place of principal employment | Occupation |
|-----------|------------|----------|----------|---------|-------|-------|-------------------------------|------------|
| Smith | John | 123 | Main St. | Concord | NH | 12345 | | |

[Back](#) [Confirm and Continue to Printable Form](#)

Step 9: This page shows the login details for the committee that you registered. After the State Administrator activates the committee, you can log into the system using these. Click the **Click to Download Printable Registration Form** button.

RegistrationForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://pccsvr17/dfs/Public/ConfirmedReg.aspx?regtype=CAN

Register Candidate Committee
Register Political Action Committee
Register Candidate
View Filed Statements of Receipts and Expenditures
View Individual Contributors
View All Registered Committees
General Information
Home
Administrator Login
Login for Committees and Candidates

Your Log-in Information:

| | |
|----------------------|----------------|
| Your Committee Name: | Test Committee |
| Your Committee ID: | 25 |
| Your User Name: | test |
| Your Password: | test |

IMPORTANT: Please click the button below to download the pre-filled registration form, print it, sign it and then mail to Secretary of State's Office

Click to Download Printable Registration Form

New Hampshire
CAMPAIGN FINANCE
SYSTEM

Local intranet

Step 10: A printable (PDF) version of the registration form will appear. You must print this, sign it and mail it to the State Administrator to complete the registration.

RegistrationForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://pccsvr17/dfs/report/ViewReportWindow.aspx

State of New Hampshire
Political Committee Registration - RSA 664:3

Committee Name: TEST COMMITTEE

Address: 123 MAIN ST CONCORD NH 12345

Phone:

CHAIRPERSON

Name: JOHN DOE

Street Address: 24 MAIN ST

Town/State/Zip: CONCORD, NH 12345

Occupation: MANAGER

Place of Principal Employment: ABC CORP

TREASURER *** Must be a N.H. Resident (RSA 664:13)

Name: JANE DOE

Street Address: 123 MAIN ST

Town/State/Zip: CONCORD, NH 12345

Occupation: CASHEIR

Place of Principal Employment: BANK OF AMERICA

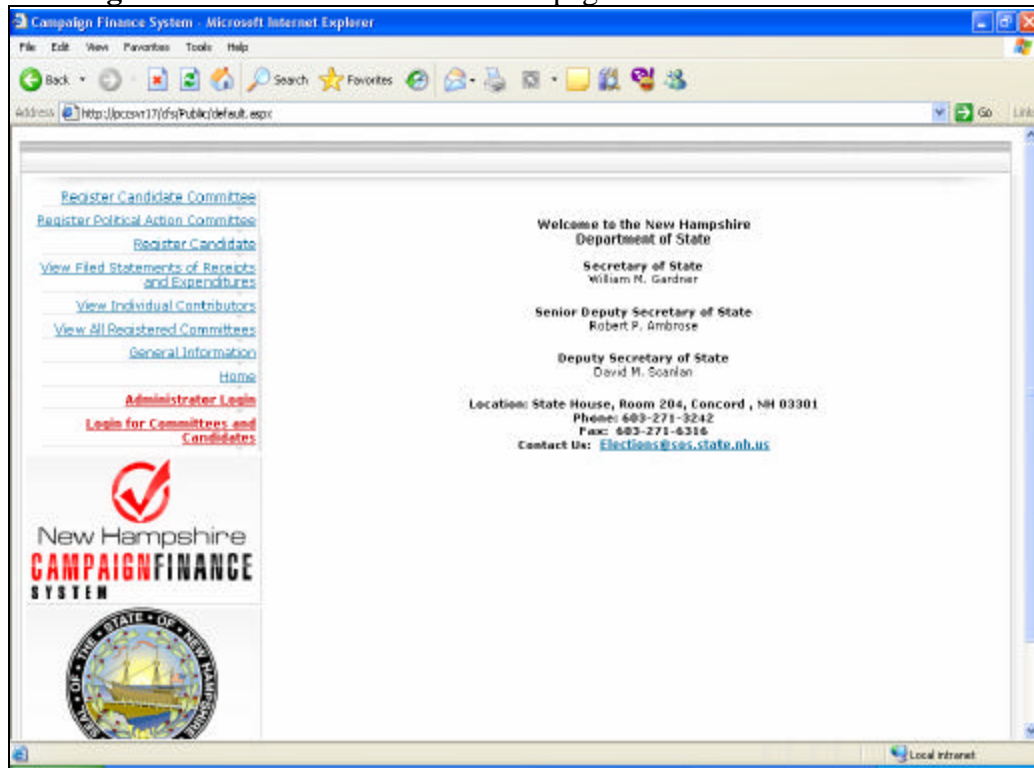
1 of 2

New Hampshire
CAMPAIGN FINANCE
SYSTEM

Local intranet

4.3 Candidate Registration:

Step 1: Click the **Register Candidate** link on the homepage



Step 2: The **Candidate Registration Form** appears

The screenshot shows the "Candidate Registration - RSA 664:3" form in Microsoft Internet Explorer. The browser window is titled "RegistrationForm - Microsoft Internet Explorer". The address bar shows "http://pccsvr17/fns/Public/CandidateOnlyReg.aspx". The form is divided into sections for "CANDIDATE" and "FISCAL AGENT (Same as Candidate)". The "CANDIDATE" section includes fields for Last Name, First Name, Middle, Name as on Ballot Paper, User Name, Password, Email, and Phone Number. It also has sections for "Physical Address" and "Mailing Address" (with a checkbox "Same as Physical Address"). The "FISCAL AGENT" section includes fields for Last Name, First Name, Middle, Occupation, Place of Principal Employment, Email, and Phone Number, followed by "Physical Address" and "Mailing Address" sections. The New Hampshire Campaign Finance System logo is at the bottom left.

Step 3: Enter the Candidate details

The screenshot shows the 'CANDIDATE REGISTRATION - RSA 664:3' form in a Microsoft Internet Explorer browser window. The form is titled 'CANDIDATE REGISTRATION - RSA 664:3'. On the left, there is a sidebar with links: 'Register Candidate Committee', 'Register Political Action Committee', 'Register Candidate', 'View Filed Statements of Receipts and Expenditures', 'View Individual Contributors', 'View All Registered Committees', 'General Information', 'Home', 'Administrator Login', and 'Login for Committees and Candidates'. The main form area contains the following sections:

- CANDIDATE**: Fields for Last Name (Doe), First Name (John), Middle, Name as on Ballot Paper, User Name (jdoe), Password (jdoe), Email, and Phone Number.
- Physical Address**: Fields for Street Number (123), Street Name/P.O. Box (Main St.), Address Line 2, Town (Concord), State (New Hampshire), and Zip (12345).
- Mailing Address**: A checkbox labeled '(Same as Physical Address)' is checked. Fields for Street Number, Street Name/P.O. Box, Address Line 2, Town, State (New Hampshire), and Zip are present.
- FISCAL AGENT (Same as Candidate)**: A checkbox is unchecked. Fields for Last Name (Doe), First Name (Jane), Middle, Occupation, Place of Principal Employment, Email, and Phone Number are present.
- Physical Address**: Fields for Street Number (123), Street Name/P.O. Box (Main St.), Address Line 2, Town (Concord), State (New Hampshire), and Zip (12345).
- Mailing Address**: A checkbox labeled '(Same as Physical Address)' is checked. Fields for Street Number, Street Name/P.O. Box, Address Line 2, Town, State (New Hampshire), and Zip are present.

The New Hampshire Campaign Finance System logo is visible in the bottom left corner of the form area.

Step 4: Enter the Fiscal Agent details

The screenshot shows the 'FISCAL AGENT' section of the registration form. The form is titled 'FISCAL AGENT (Same as Candidate)'. The 'FISCAL AGENT' checkbox is unchecked. The form contains the following sections:

- Physical Address**: Fields for Street Number (123), Street Name/P.O. Box (Main St.), Address Line 2, Town (Concord), State (New Hampshire), and Zip (12345).
- Mailing Address**: A checkbox labeled '(Same as Physical Address)' is checked. Fields for Street Number, Street Name/P.O. Box, Address Line 2, Town, State (New Hampshire), and Zip are present.
- Indicate the election(s) for which the committee is registering:**: Fields for Election Year (2008), Primary, General, and Other.
- Party Affiliation**: A dropdown menu.
- Office**: A dropdown menu.
- District**: A dropdown menu.
- County**: A dropdown menu.

A 'Submit' button is located at the bottom right of the form. The New Hampshire Campaign Finance System logo is visible in the bottom left corner of the form area.

Step 5: Enter the Election and Office details

RegistrationForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://pccov17.org/Public/CandidateOnlyReg.aspx>

Home
Administrator Login
Login for Committees and Candidates

New Hampshire
CAMPAIGN FINANCE
SYSTEM

Seal of the State of New Hampshire

Town: Concord P.O. Box: State: New Hampshire Zip: 12345

Mailing Address: (Same as Physical Address) ☒

Street Number: Street Name: P.O. Box: Address Line2:

Town: State: New Hampshire Zip:

FISCAL AGENT (Same as Candidate) ☐

Last Name: Doe First Name: Jane Middle:

Occupation: Place of Principal Employment:

Email: Phone Number:

Physical Address:

Street Number: 123 Street Name: Main St P.O. Box: Address Line2:

Town: Concord State: New Hampshire Zip: 12345

Mailing Address: (Same as Physical Address) ☒

Street Number: Street Name: P.O. Box: Address Line2:

Town: State: New Hampshire Zip:

Indicate the election(s) for which the committee is registering:

Election Year: 2008 ☒ Primary ☒ General ☐ Other

Other:

Party Affiliation: Other Office: Governor

District: County:

Submit

Step 6: Click the Submit button

RegistrationForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://pccov17.org/Public/CandidateOnlyReg.aspx>

Home
Administrator Login
Login for Committees and Candidates

New Hampshire
CAMPAIGN FINANCE
SYSTEM

Seal of the State of New Hampshire

Town: Concord P.O. Box: State: New Hampshire Zip: 12345

Mailing Address: (Same as Physical Address) ☒

Street Number: Street Name: P.O. Box: Address Line2:

Town: State: New Hampshire Zip:

FISCAL AGENT (Same as Candidate) ☐

Last Name: Doe First Name: Jane Middle:

Occupation: Place of Principal Employment:

Email: Phone Number:

Physical Address:

Street Number: 123 Street Name: Main St P.O. Box: Address Line2:

Town: Concord State: New Hampshire Zip: 12345

Mailing Address: (Same as Physical Address) ☒

Street Number: Street Name: P.O. Box: Address Line2:

Town: State: New Hampshire Zip:

Indicate the election(s) for which the committee is registering:

Election Year: 2008 ☒ Primary ☒ General ☐ Other

Other:

Party Affiliation: Other Office: Governor

District: County:

Submit

Step 7: The Review page will appear. Here you can review the details that you entered earlier.

The screenshot shows a web browser window titled "RegistrationForm - Microsoft Internet Explorer". The address bar displays "http://pccsvr17/chs/Public/CandidateOnlyReg.aspx". The page content is titled "CANDIDATE REGISTRATION - RSA 664:3". On the left side, there is a navigation menu with links: "Register Candidate Committee", "Register Political Action Committee", "View Filed Statements of Receipts and Expenditures", "View Individual Contributors", "View All Registered Committees", "General Information", "Home", "Administrator Login", and "Login for Committees and Candidates". Below the menu is the "New Hampshire CAMPAIGN FINANCE SYSTEM" logo and the state seal. The main form area contains the following fields:

- CANDIDATE:**
 - Last Name: Doe
 - First Name: John
 - Middle:
 - Name as on Ballot Paper
 - User Name: jdoe
 - Password: jdoe
 - Email:
 - Phone Number:
 - Physical Address:
 - Street Number: 123
 - StreetName/ P.O.Box: Main St
 - Address Line2:
 - Town: Concord
 - State: New Hampshire
 - Zip: 12345
 - Mailing Address: Same as Physical Address ☒
 - Street Number
 - StreetName/ P.O.Box
 - Address Line2:
 - Town:
 - State: New Hampshire
 - Zip:
- FISCAL AGENT (Same as Candidate ☐):**
 - Last Name: Doe
 - First Name: Jane
 - Middle:
 - Occupation:
 - Place of Principal Employment:
 - Email:
 - Phone Number:
 - Physical Address:
 - Street Number: 123
 - StreetName/ P.O.Box: Main St
 - Address Line2:
 - Town: Concord
 - State: New Hampshire
 - Zip: 12345
 - Mailing Address: Same as Physical Address ☒
 - Street Number
 - StreetName/ P.O.Box
 - Address Line2:
 - Town:
 - State: New Hampshire
 - Zip:

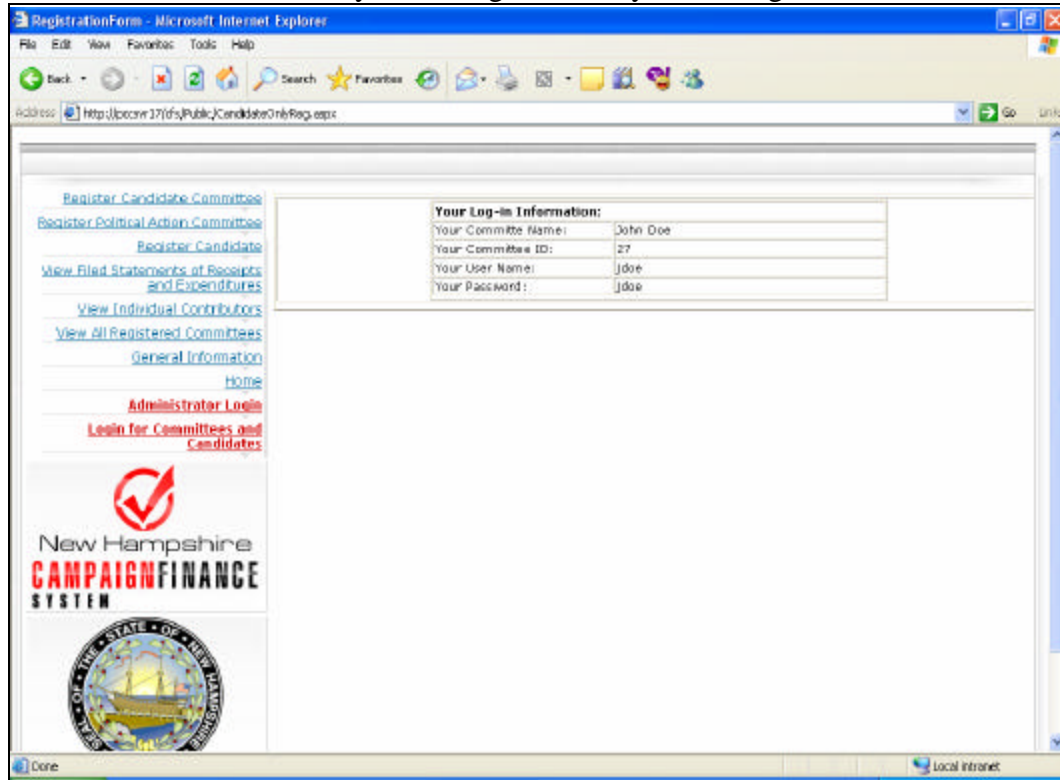
Step 8: Click the **Confirm** button. You can also click the **Back** button to go back to the registration form page and change any details.

The screenshot shows the same web browser window, but the form is now at the confirmation stage. The fields for the candidate and fiscal agent are repeated. Below these fields, there are additional fields for election information:

- Indicate the election(s) for which the committee is registering:**
 - Election Year: 2008
 - Primary ☒ General ☒ Other ☐
 - Other:
 - Party Affiliation:
 - Office:
 - District:
 - County:

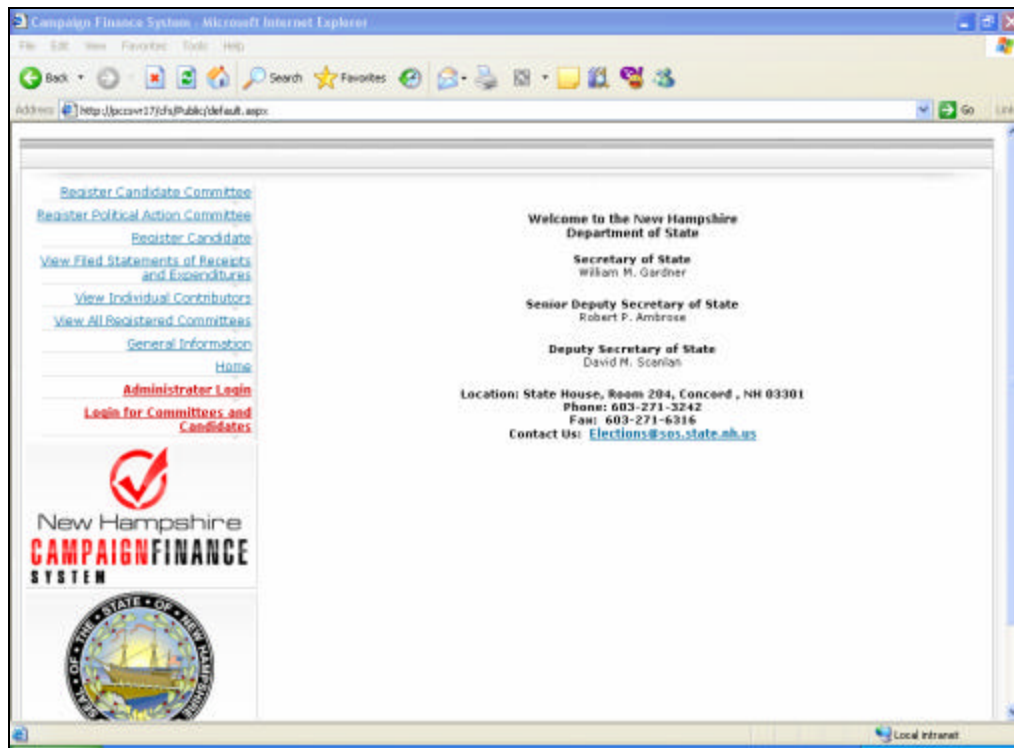
At the bottom of the form, there are two buttons: "Back" and "Confirm".

Step 9: This page shows the login details for the committee that you registered. After the State Administrator activates the committee, you can log into the system using these.

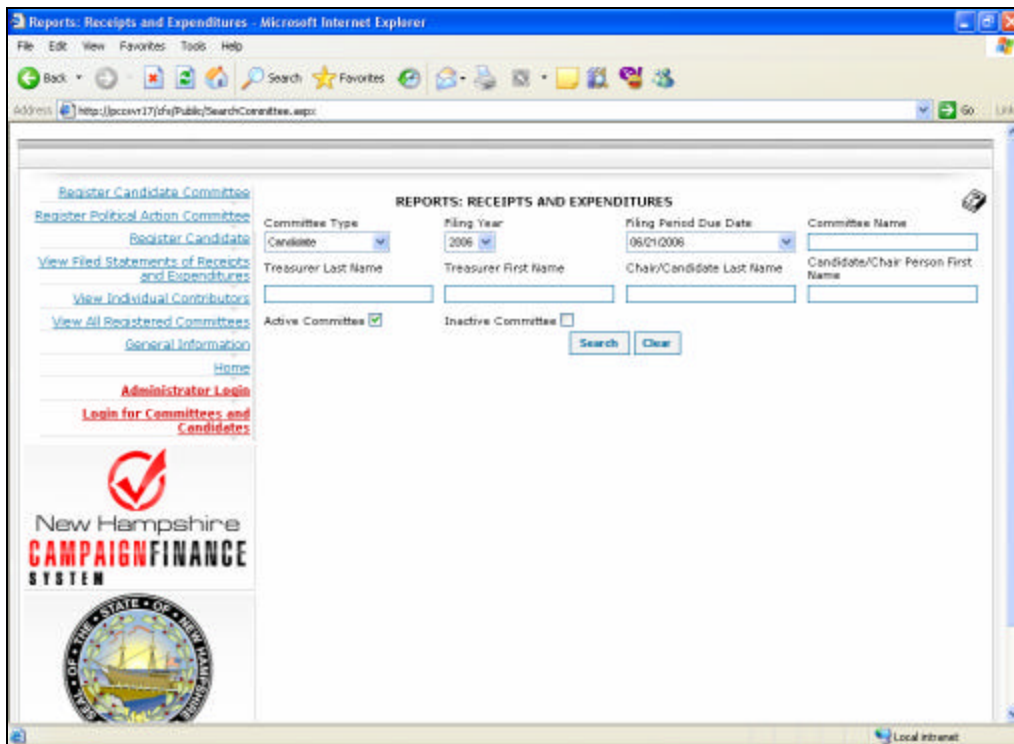


4.4 View Filed Reports of Receipts and Expenditures:

Step 1: Click the **View Filed Statements of Receipts and Expenditures** link on the homepage.



Step 2: A search page will appear. Here you can search for the filed Statements of Receipts and Expenditures of registered committees.

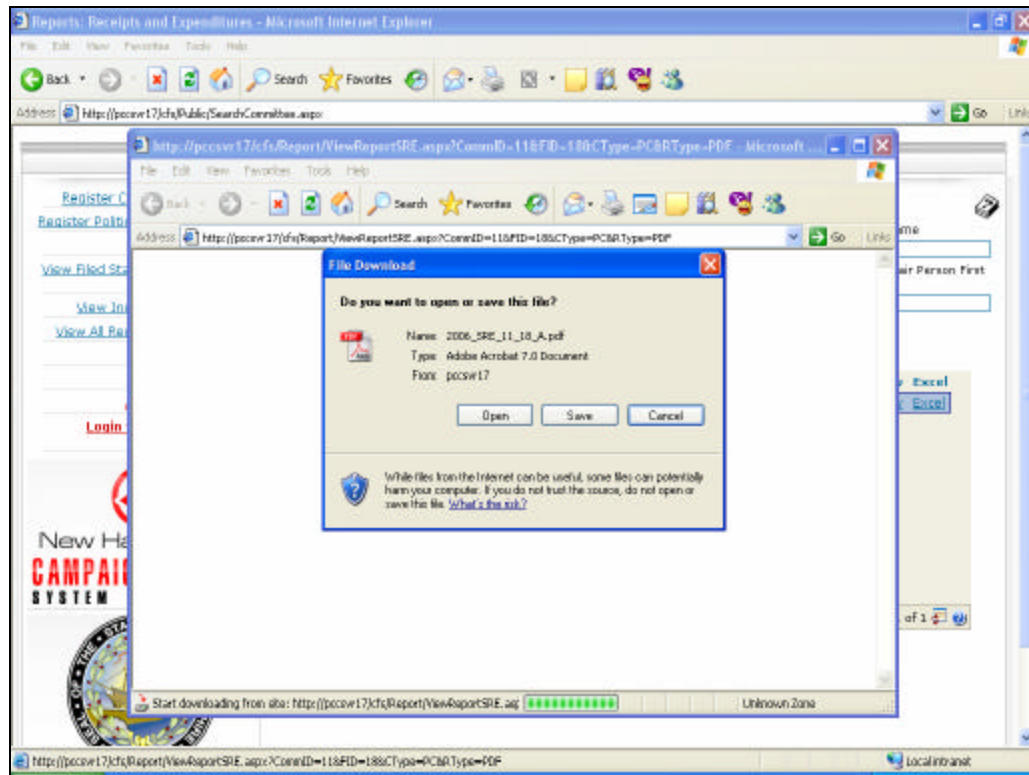


Step 3: Enter the search criteria and click the **Search** button.

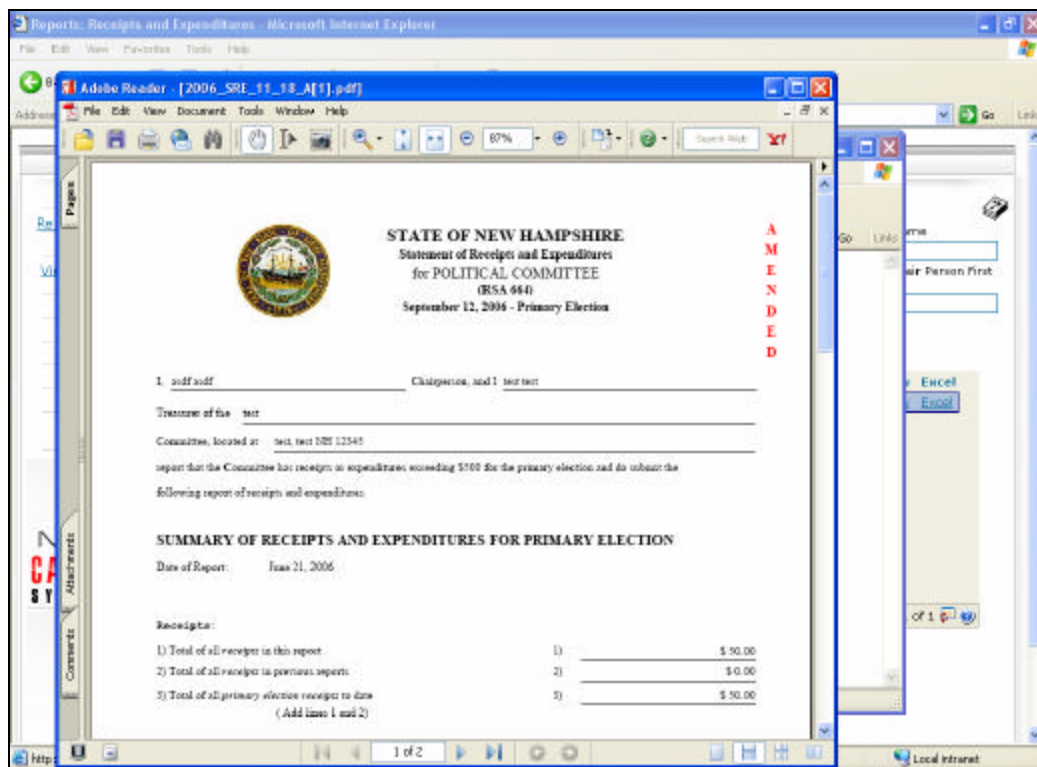
Step 4: The search results will be displayed. Each committee displayed on the search results will have a **View** link and an **Excel** link. Click on the **View** link to see the PDF version of the statement.

| ID | Committee Name | Candidate/Chairperson | Treasurer | Status | View | Excel |
|----|----------------|-----------------------|------------|--------|----------------------|-----------------------|
| 11 | test | asdf, asdf | test, test | Active | View | Excel |

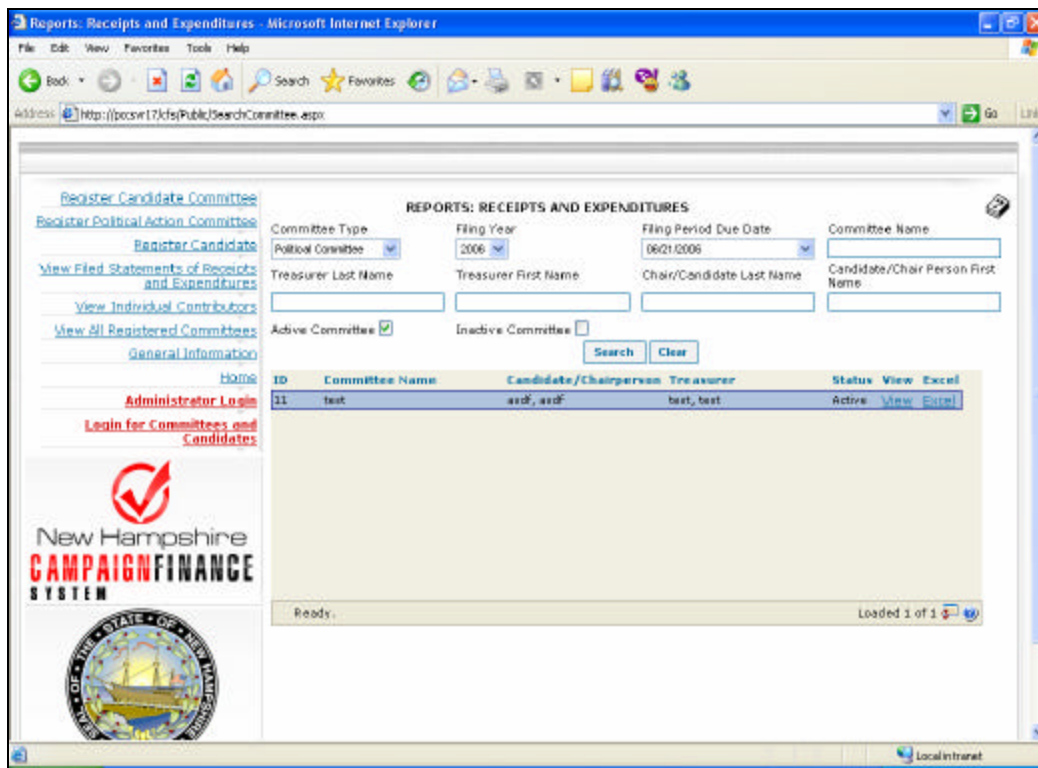
Step 5: A PDF Statement will be presented. You can save it by clicking on **Save** button or open it by clicking on the **Open** button.



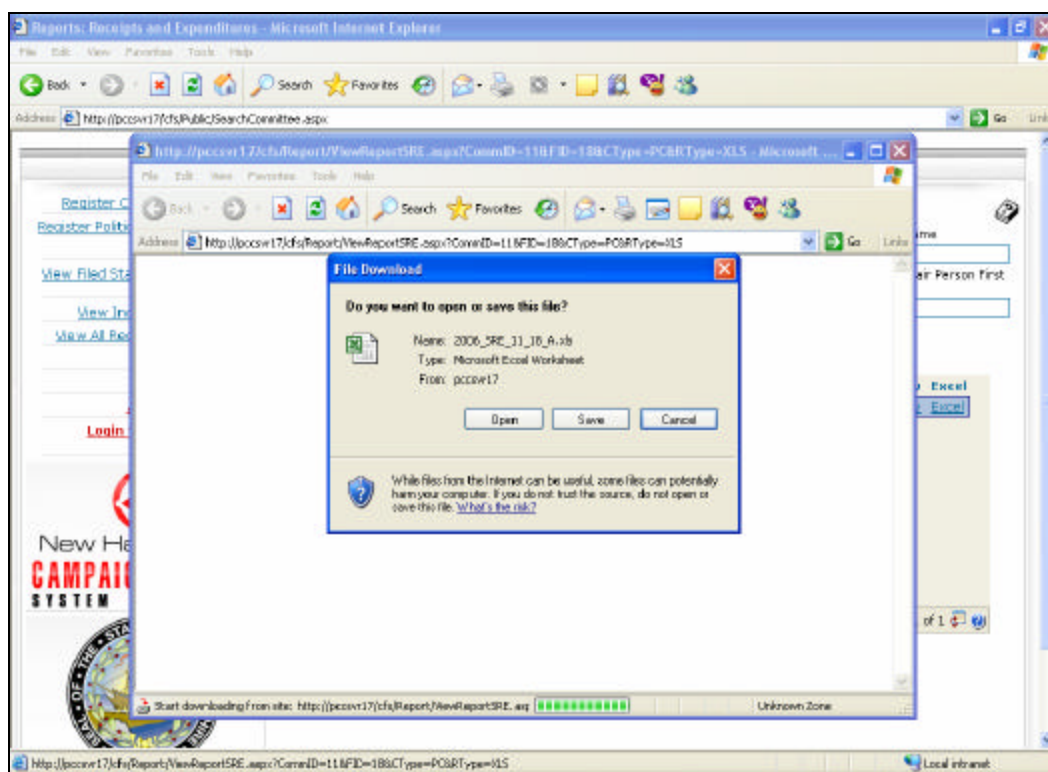
Step 6: When you click Open, the PDF version of the Statement will be displayed.



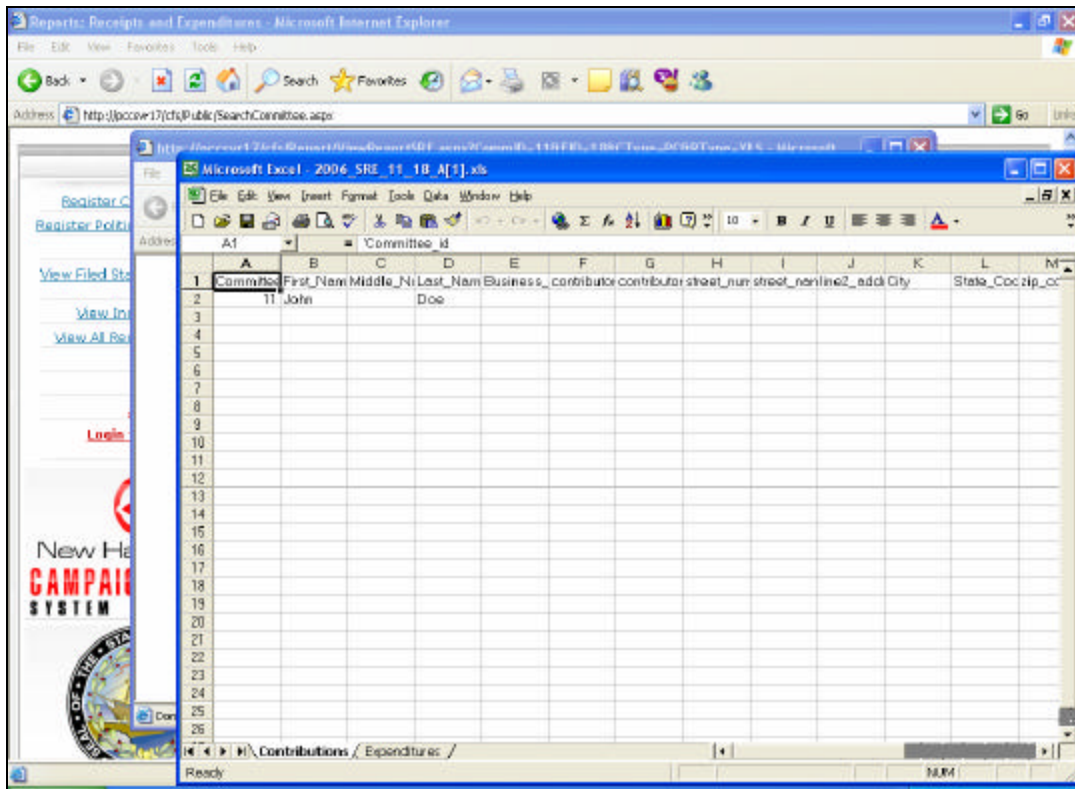
Step 7: Close the Statement windows and click on the **Excel** link.



Step 8: An Excel Statement will be presented. You can save it by clicking on **Save** button or open it by clicking on the **Open** button.

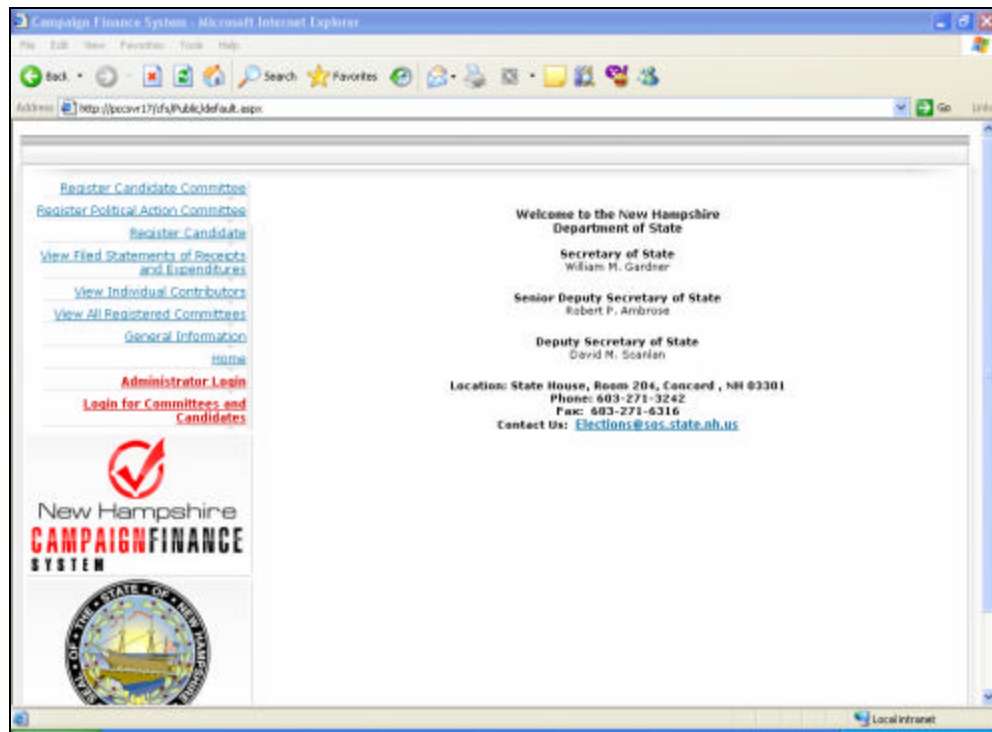


Step 9: When you click Open, the Excel version of the Statement will be displayed.

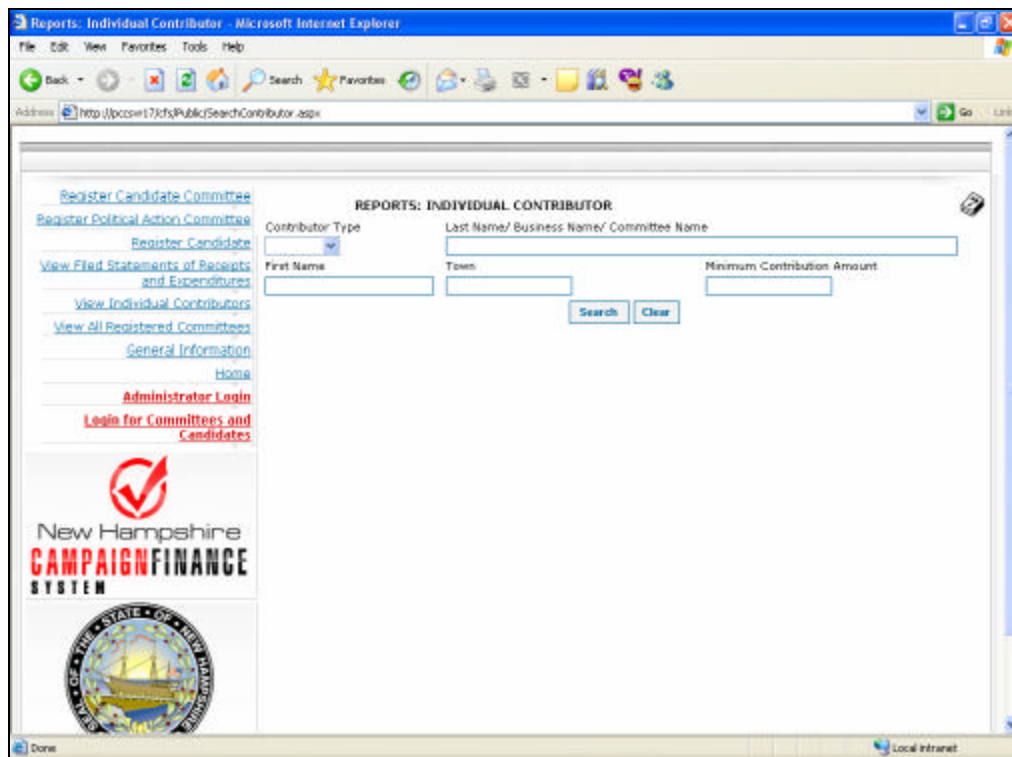


4.5 View Individual Contributor Report:

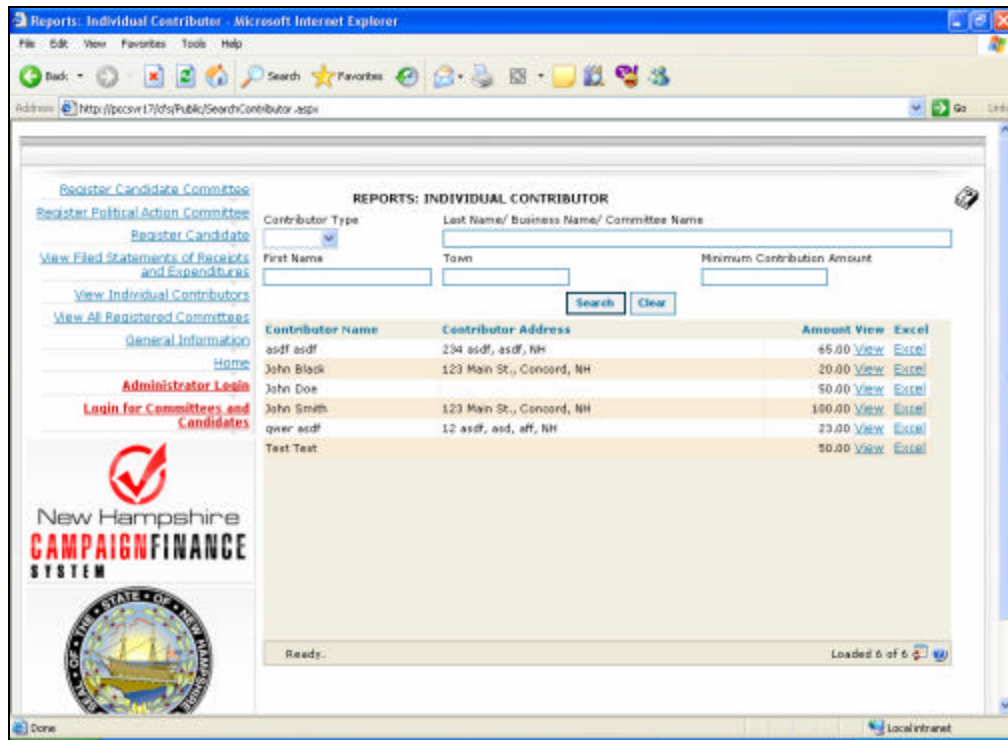
Step 1: Click the **View Individual Contributor Report** link on the homepage.



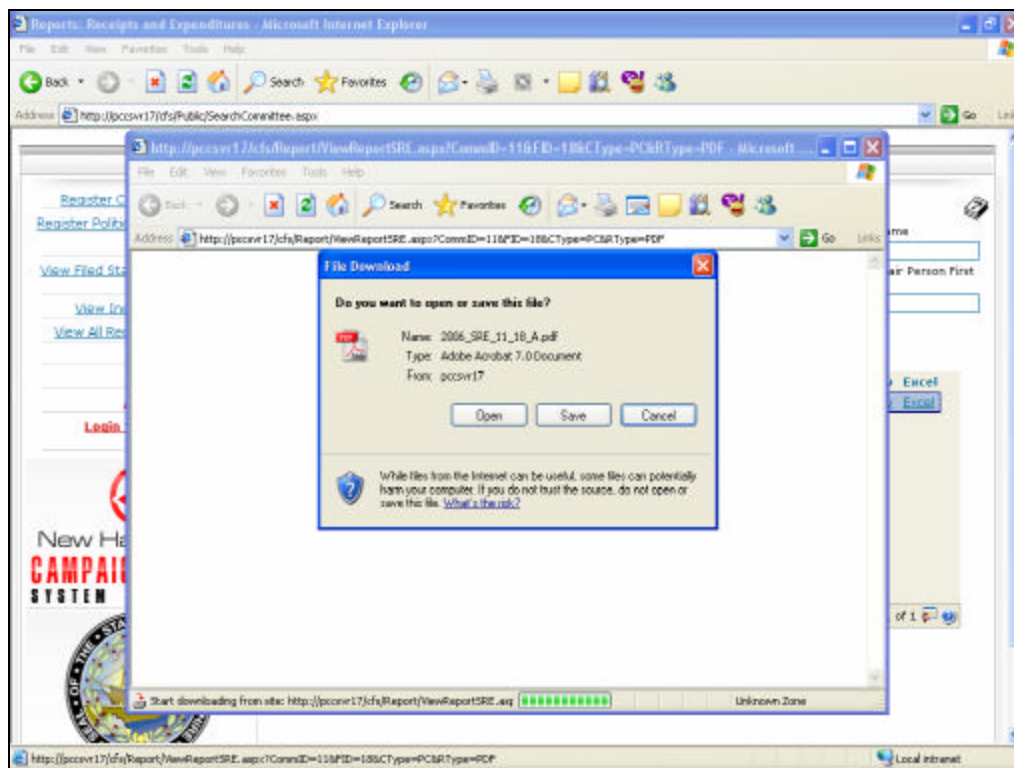
Step 2: A search page will appear. Here you can search for the individual contributors. Enter the search criteria and click the **Search** button.



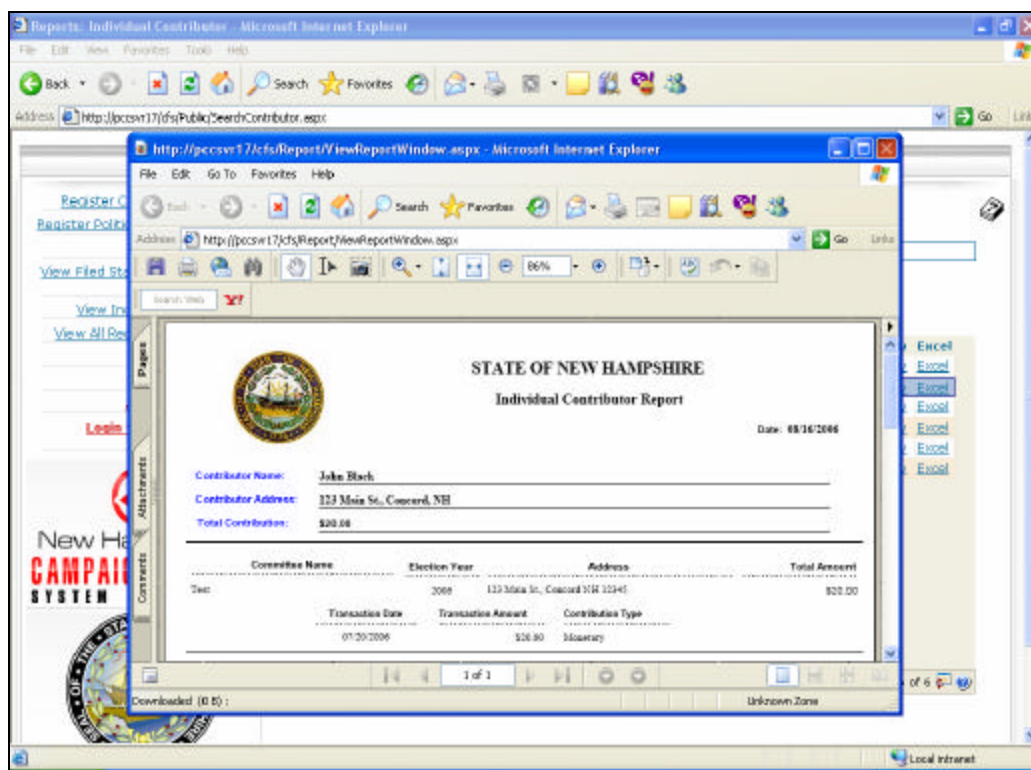
Step 3: The search results will be displayed. Each contributor displayed on the search results will have a **View** link and an **Excel** link. Click on the **View** link to see the PDF version of the statement.



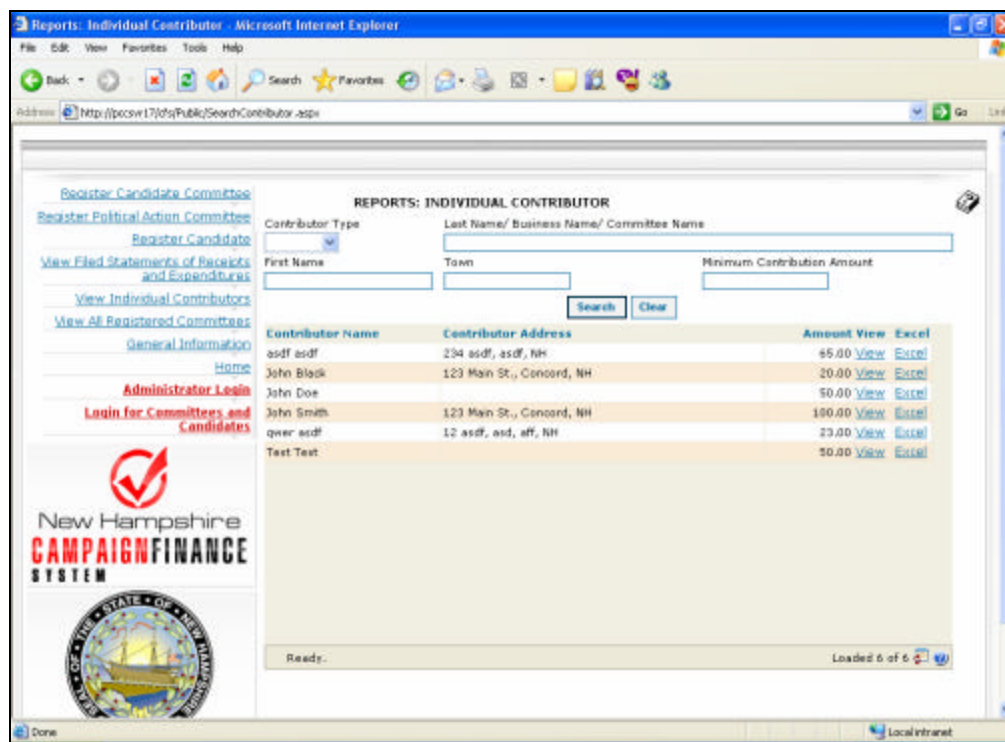
Step 4: A PDF Statement will be presented. You can save it by clicking on **Save** button or open it by clicking on the **Open** button.



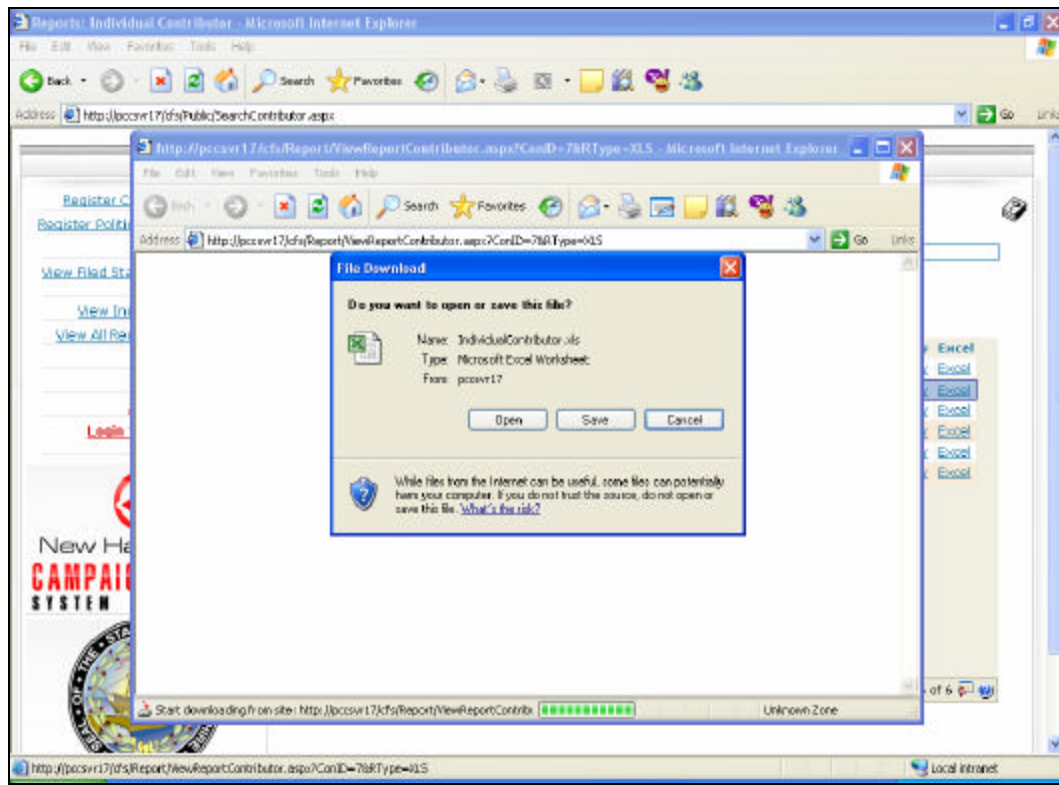
Step 5: When you click Open, the PDF version of the report will be displayed.



Step 6: Close the Statement windows and click on the **Excel** link.



Step 7: An Excel Statement will be presented. You can save it by clicking on **Save** button or open it by clicking on the **Open** button.

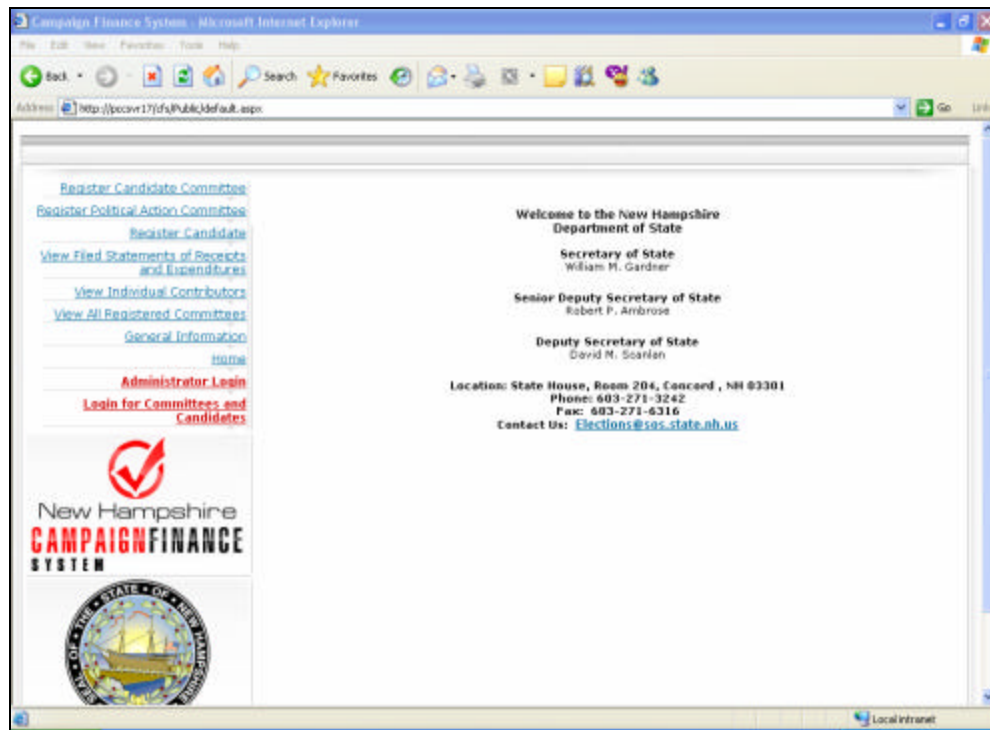


Step 8: When you click Open, the Excel version of the Statement will be displayed.

| Microsoft Excel - IndividualContributor[1].xls | | | | | | | | | | | | | | | | |
|---|-------------|-------------|-----------|-----------|-----------|-----------|-----------|---------|-------|----|----------|---------|-----------|-----------|------------|-----------|
| File Edit View Insert Format Tools Data Window Help | | | | | | | | | | | | | | | | |
| MS Sans Serif 10 B I U | | | | | | | | | | | | | | | | |
| Contributor Type Code | | | | | | | | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
| 1 | Contributor | Contributor | First_Nam | Middle_Ni | street_nu | street_nu | line2_add | City | State | Co | zip_code | zip_ext | Committee | Committee | Election_Y | Committee |
| 2 | 1 | Black | John | | 123 | Main St | | Concord | NH | | | | 20 Test | | 2006 | 123 M |
| 3 | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | |
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| 30 | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | | | | | |
| 33 | | | | | | | | | | | | | | | | |
| 34 | | | | | | | | | | | | | | | | |
| 35 | | | | | | | | | | | | | | | | |
| Contributor | | | | | | | | | | | | | | | | |

4.6 View List of Registered Candidates/Committees:

Step 1: Click the **View All Registered Committees** link on the homepage.



Step 2: A search page will appear. Here you can search for the registered Committees. Enter the search criteria and click **Search**. If you want to see list of all Active committees, just select Active Committees checkbox and click **Search**.

Step 3: The search results will be displayed.

Reports: Receipts and Expenditures - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home Local intranet

Address http://pccover1734/Public/CommitteeList.aspx

Go Links

[Register Candidate Committee](#)
[Register Political Action Committee](#)
[Register Candidate](#)
[View Filed Statements of Receipts and Expenditures](#)
[View Individual Contributors](#)
[View All Registered Committees](#)
[General Information](#)
[Home](#)
[Administrator Login](#)
[Login for Committees and Candidates](#)

LIST OF REGISTERED COMMITTEES

Committee Type:
 Committee Name:
 Treasurer Last Name: Treasurer First Name: Chair/Candidate Last Name: Candidate/Chair Person First Name:
 Active Committee ☒ Inactive Committee ☐
 Search Clear

| ID | Committee Name | Candidate/Chairperson | Treasurer | Status |
|----|--|----------------------------|-------------------------|--------|
| 5 | George W Washington | Washington, George W | Washington, George W | Active |
| 6 | Gun Owners of America, Inc. Political Victo... | Pratt, Lawrence D | Hammond, Michael E | Active |
| 8 | New Hampshire Trial Lawyers Association ... | Phillips, Roger B | Williams, Finnis E | Active |
| 9 | New Hampshire Trial Lawyers Association ... | Phillips, Roger B | Williams, Finnis E | Active |
| 10 | New Hampshire Freedom Coalition | Clegg, Robert | Taylor, Erik | Active |
| 11 | test | asdf, asdf | test, test | Active |
| 12 | Gun Owners of America | Pratt, Lawrence D | Hammond, Michael H | Active |
| 13 | Lawrence Pratt | Pratt, Lawrence | Pratt, Lawrence | Active |
| 18 | xyz committee | Jones, Jones A | Smith, Jane | Active |
| 19 | Gun Owners of America, Inc. Victory Fund | Pratt, Lawrence d | Hammond, Michael | Active |
| 20 | Test | Doe, John | Doe, Jane | Active |
| 22 | First political action committee | Chairperson Updated, FP... | Treasurer Updated, FPAC | Active |
| 23 | Smith Committee for 2006 | Chairperson, canoom | Treasurer, canoom | Active |
| 24 | First Candidate | Candidate, First | | Active |

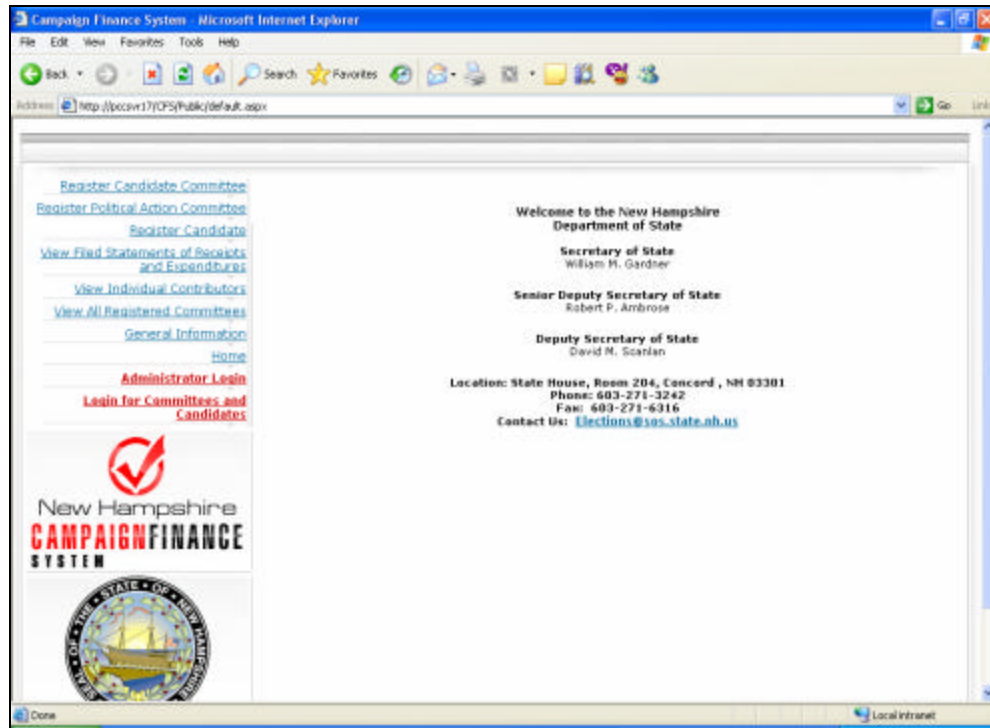
Ready. Loaded 14 of 14

Done Local intranet

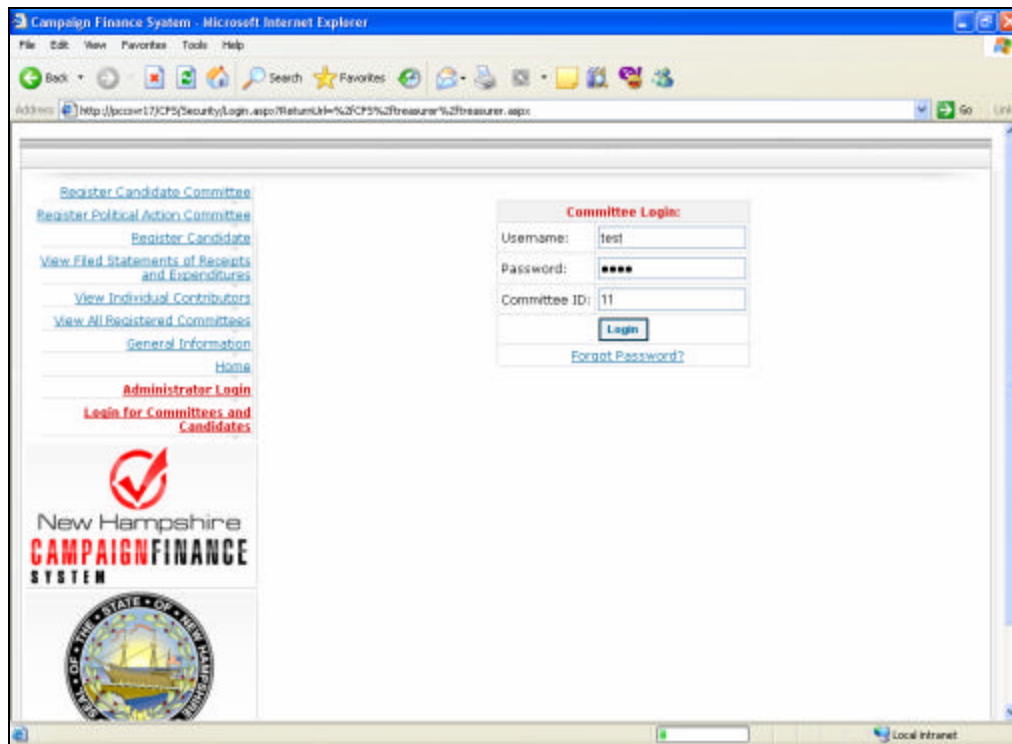
5. Candidate / Committee Section:

5.1 Candidate / Committee Login:

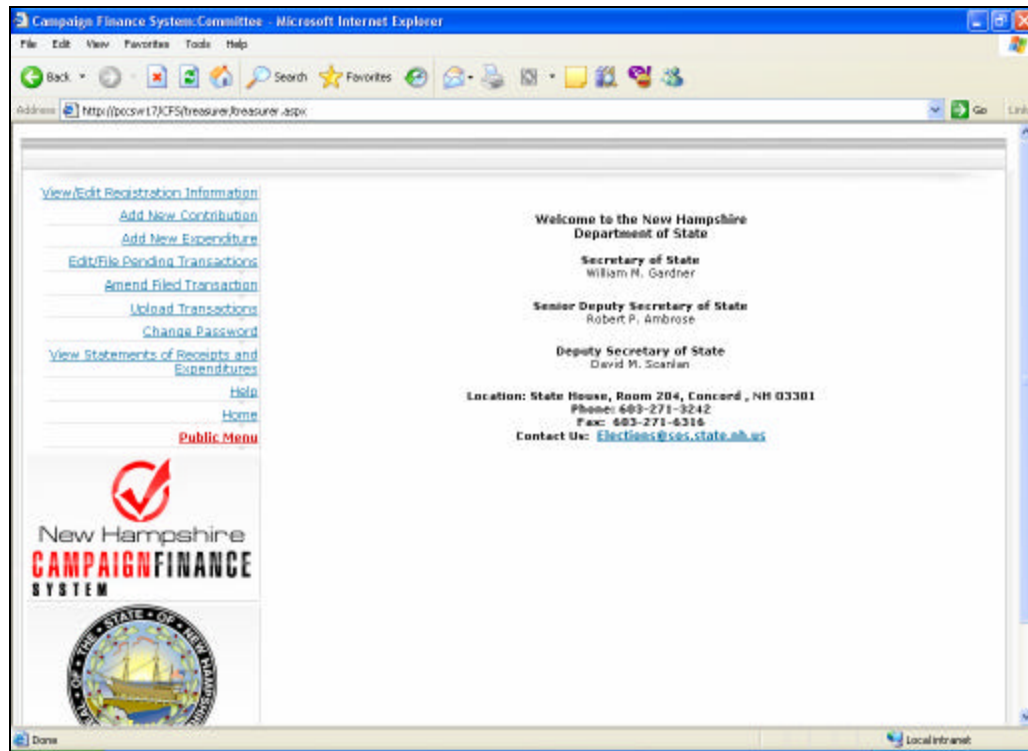
Step 1: Click the **Login for Committees and Candidates** link on the homepage



Step 2: Enter your Committee or Candidate login details and click on the **Login** button.

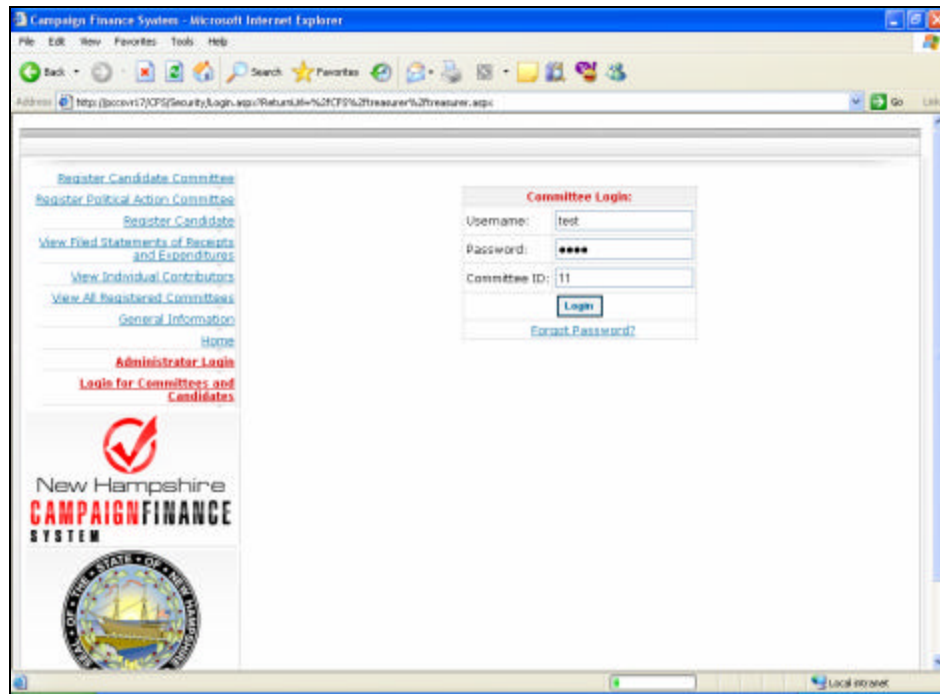


Step 3: The Candidate/Committee homepage will be displayed with the Candidate/Committee menu on the left

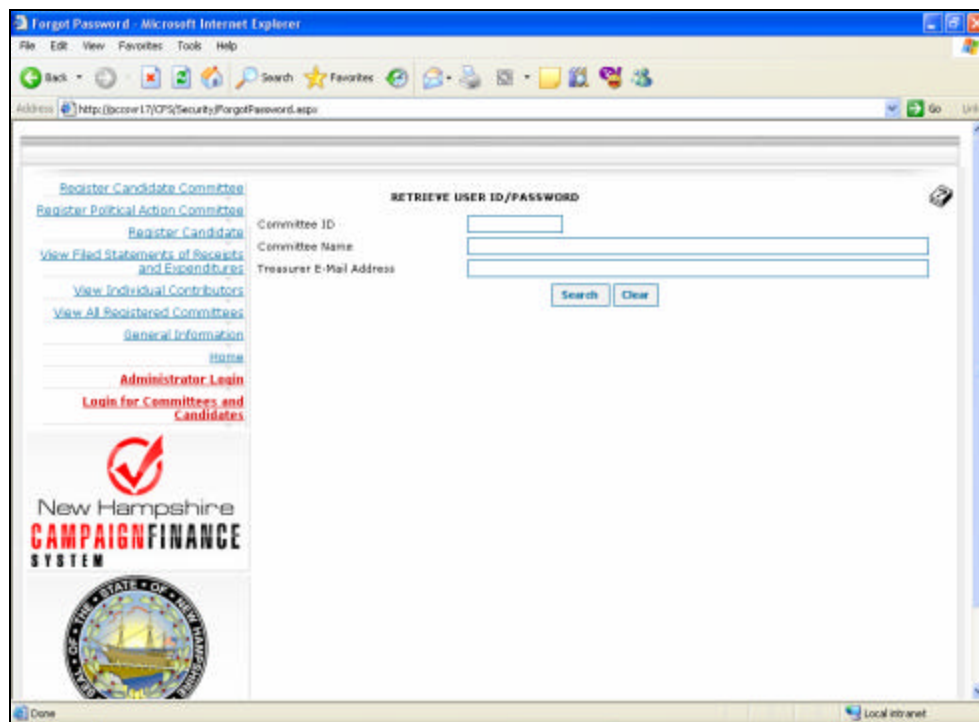


5.2 Retrieve Login Details:

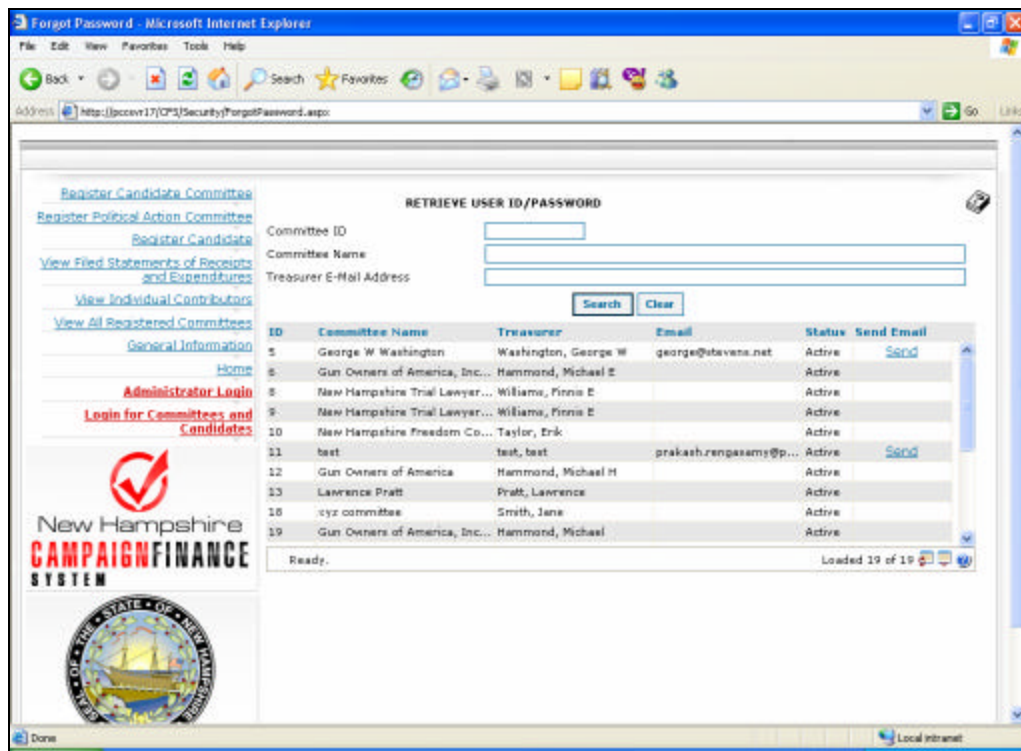
Step 1: In case you forgot/lost your login details and you had entered an email address for your committee, click the **Forgot Password?** link on the login page. If you did not provide an email address for your committee, contact the State Administrator to retrieve your login details.



Step 2: On clicking the Forgot Password? link, the system takes you to a search page. Here you can search for your committee.

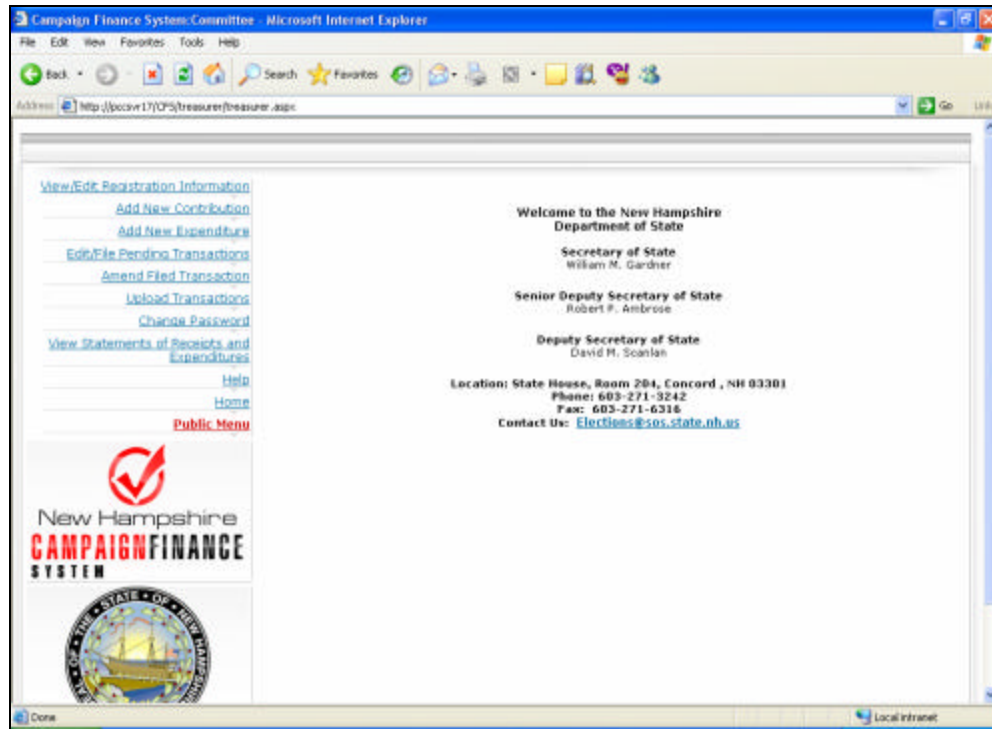


Step 3: Click the **Send** link on your Committee's row. This will automatically send the login details to your Committee's email address.



5.3 View/Edit Registration Information:

Step 1: Click the **View/Edit Registration Information** link on the Committee/Candidate's Menu.



Step 2: The Committee/Candidate's registration information will be displayed.

Step 3: Make the necessary changes and click the **Continue** button. There are few fields on this page that cannot be changed. For instance, Committee or Candidate's Name cannot be changed. There are few changes that need the State Administrator's approval. For instance, change to a Committee's Chairperson or Treasurer name needs to be approved by the State Administrator. However you can make these changes and submit them. The State Administrator will be able to see the changes and approve/decline it. Upon approval, the changes will be reflected on you registration information.

RegistrationForm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://pccsr17/CPS/Treasurer/EditCommittee.aspx> Go Links

Occupation: * test Place of Principal Employment: * test

Email: prakash.rangasamy@pccdg.com Phone Number:

Physical Address:

Street Number: Street Name/ P.O. Box: test Address Line2:

Town: * test State: * New Hampshire Zip: * 12345 -

Mailing Address: (Same as Physical Address ☐)

Street Number: Street Name/ P.O. Box: test Address Line2:

Town: test State: New Hampshire Zip: 12345 -

PURPOSE OF COMMITTEE:

Indicate the election(s) for which the committee is registering:

Election Year / Type: * 2006 ☒ Primary ☒ General ☐ Other

Other:

Statement of Independent Expenditures

☐ The Committee will not be making independent expenditures.

☒ The Committee will be making independent expenditures with respect to the following candidates.

[Click here to add more candidate](#) In Support of In Opposition to

OTHER OFFICERS

| Last Name | First Name | Street# St. Name | Town | State | Zip | Place of principal employment | Occupation |
|-----------|------------|------------------|------|-------|-----|-------------------------------|------------|
| test | test | | | NH | | | |
| twger | twger | | | NH | | | |

[Click here to add more Officer](#)

Step 4: On clicking Continue, it takes you to a review page where you can review the changes you have made.

POLITICAL COMMITTEE REGISTRATION - RSA 664:3

Committee Name: test
 Street: test
 Town: test
 User Name: test
 Email: prakash.rengasamy@pccfg.com
 Password: test
 Phone Number: test

Short Name:
 Address Line2:
 Zip: 12345 -

CHAIRPERSON
 Last Name: asdf
 Occupation: asdf
 Email: asdf
 Physical Address:
 Street Number: test
 Town: test
 State: NH
 Zip: 12345 -

TREASURER*Must be a N.H. Resident(RSA 664:13)**
 Last Name: test
 Occupation: asdf
 Email: prakash.rengasamy@pccfg.com
 Physical Address:
 Street Number: test
 Town: test
 State: NH
 Zip: 12345 -

Step 5: Click the **Update Committee Information** to submit the changes

POLITICAL COMMITTEE REGISTRATION - RSA 664:3

Committee Name: test
 Street: test
 Town: test
 User Name: test
 Email: prakash.rengasamy@pccfg.com
 Password: test
 Phone Number: test

Short Name:
 Address Line2:
 Zip: 12345 -

CHAIRPERSON
 Last Name: asdf
 Occupation: asdf
 Email: asdf
 Physical Address:
 Street Number: test
 Town: test
 State: NH
 Zip: 12345 -

TREASURER*Must be a N.H. Resident(RSA 664:13)**
 Last Name: test
 Occupation: asdf
 Email: prakash.rengasamy@pccfg.com
 Physical Address:
 Street Number: test
 Town: test
 State: NH
 Zip: 12345 -

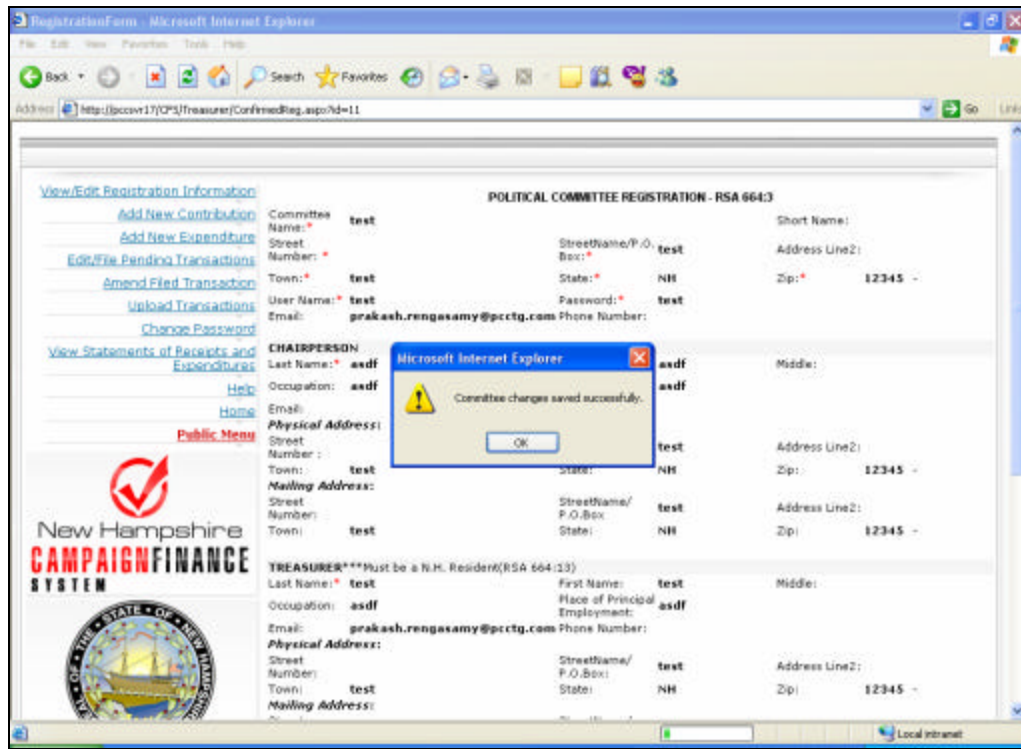
PURPOSE OF COMMITTEE:
 Indicate the election(s) for which the committee is registering:
 Election Year: 2008
☒ Primary ☒ General ☐ Other

Statement of Independent Expenditures
 The Committee will be making independent expenditures with respect to the following candidates:
 In Support of In Opposition to

OTHER OFFICERS

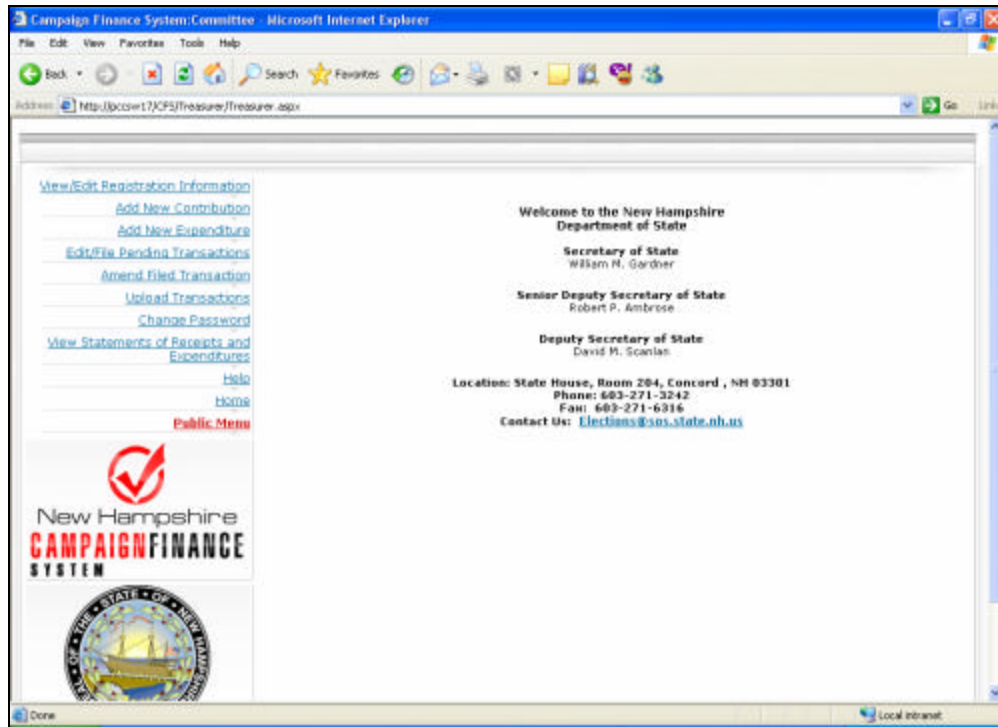
| Last Name | First Name | Street St. Name | Town | State | Zip | Place of principal employment | Occupation |
|-----------|------------|-----------------|------|-------|-----|-------------------------------|------------|
| asdf | asdf | | | NH | | | |
| asdf | asdf | | | NH | | | |

Step 6: The system will give a confirmation message.



5.4 Entering a Contribution:

Step 1: Click the **Add New Contribution** link on the Candidate/Committee menu.



Step 2: A page to enter the contribution details will be displayed.

A screenshot of the 'Enter New Contribution' form in the Campaign Finance System. The browser address bar shows 'http://ccwert7/KCPS/Treasurer/EnterContribution.aspx'. The form is divided into several sections. The 'ENTER NEW CONTRIBUTION' section has a 'Contributor Type' dropdown set to 'Individual' and a 'Contributor Name' text field with an 'Unitemized' checkbox. The 'CONTRIBUTOR DETAILS' section has radio buttons for 'Existing Contributor' and 'Add New Contributor'. It contains fields for 'Last Name', 'First Name', 'Middle Name', 'Street Number', 'Street Name/P.O. Box', 'Address Line 2', 'Town', 'State' (set to 'New Hampshire'), 'Zip', 'Occupation', 'Employer Name', and 'Employer City/Town'. The 'CONTRIBUTION DETAILS' section includes a 'Contribution Type' dropdown set to 'Monetary', a 'Contribution Date' field set to '06/16/2008', an 'Aggregate Amount' field set to '0', a 'Contr.Limit' field set to '5000', and an 'Amount' field. There is also a 'Comments' text area. At the bottom are 'Enter Contribution' and 'Clear' buttons. The New Hampshire Campaign Finance System logo is at the bottom left.

Step 3: Enter the Contribution details and click Enter Contribution.

ENTER NEW CONTRIBUTION

Contributor Type: Individual
Contributor Name: Station, First ☐ Unitemized

CONTRIBUTOR DETAILS
☒ Existing Contributor ☐ Add New Contributor

Last Name: Station
First Name: First
Middle Name:
Street Number: 100
Street Name/P.O.Box: Main St
Address Line 2:
Town: Concord
State: New Hampshire
Zip: 12012 -
Occupation: Dentist
Employer Name: Self
Employer City/Town: concord

CONTRIBUTION DETAILS
Contribution Type: Monetary
Contribution Date: 06/16/2008
Aggregate Amount: \$
Contr.Limit: 5000
Amount:
Comments:

Step 4: The system will give a confirmation message that the contribution has been recorded. The entered contribution will now be listed under pending transactions. You have to file it later.

ENTER NEW CONTRIBUTION

Contributor Type: Individual
Contributor Name: Station, First ☐ Unitemized

CONTRIBUTOR DETAILS
☒ Existing Contributor ☐ Add New Contributor

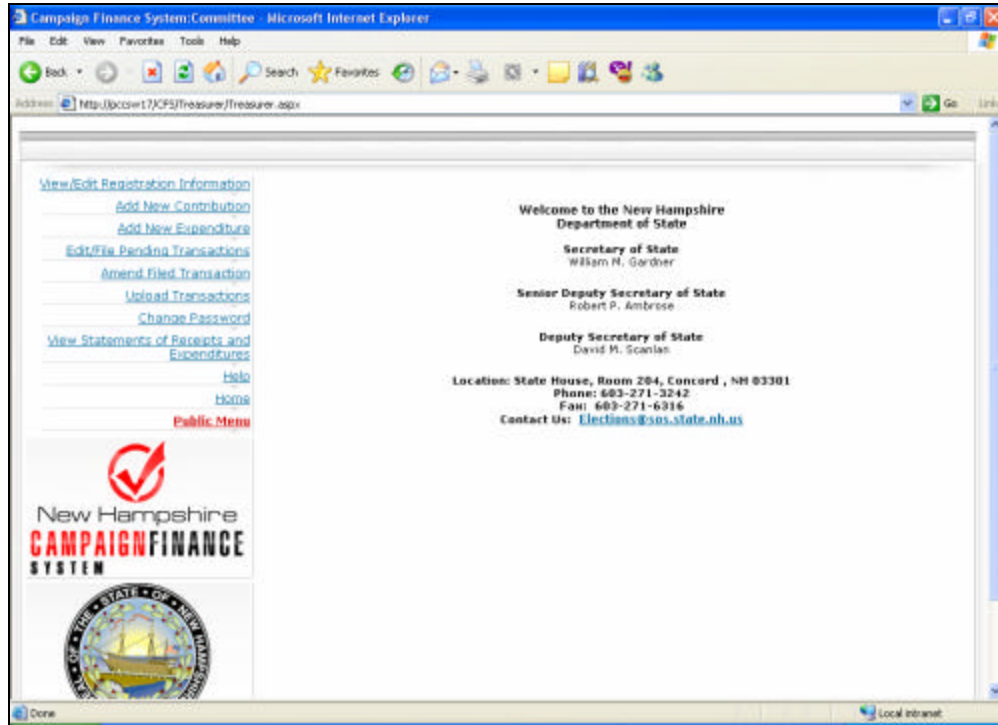
Last Name: Station
First Name: First
Middle Name:
Street Number: 100
Street Name/P.O.Box: Main St
Address Line 2:
Town: Concord
State: New Hampshire
Zip: 12012 -
Occupation: Dentist
Employer Name: Self
Employer City/Town: concord

CONTRIBUTION DETAILS
Contribution Type: Monetary
Contribution Date: 06/16/2008
Aggregate Amount: \$
Contr.Limit: 5000
Amount: 20
Comments:

Microsoft Internet Explorer
Contribution Entered Successfully
OK

5.5 Entering an Expenditure:

Step 1: Click the **Add New Expenditure** link on the Candidate/Committee menu.



Step 2: A page to enter the expenditure details will be displayed.

Step 3: Enter the Expenditure details and click **Enter Expenditure**.

The screenshot shows the 'ENTER NEW EXPENDITURE' form in a Microsoft Internet Explorer browser window. The browser address bar shows 'http://pccvt17jfs/treasurer/EnterExpend.aspx'. The form is divided into several sections:

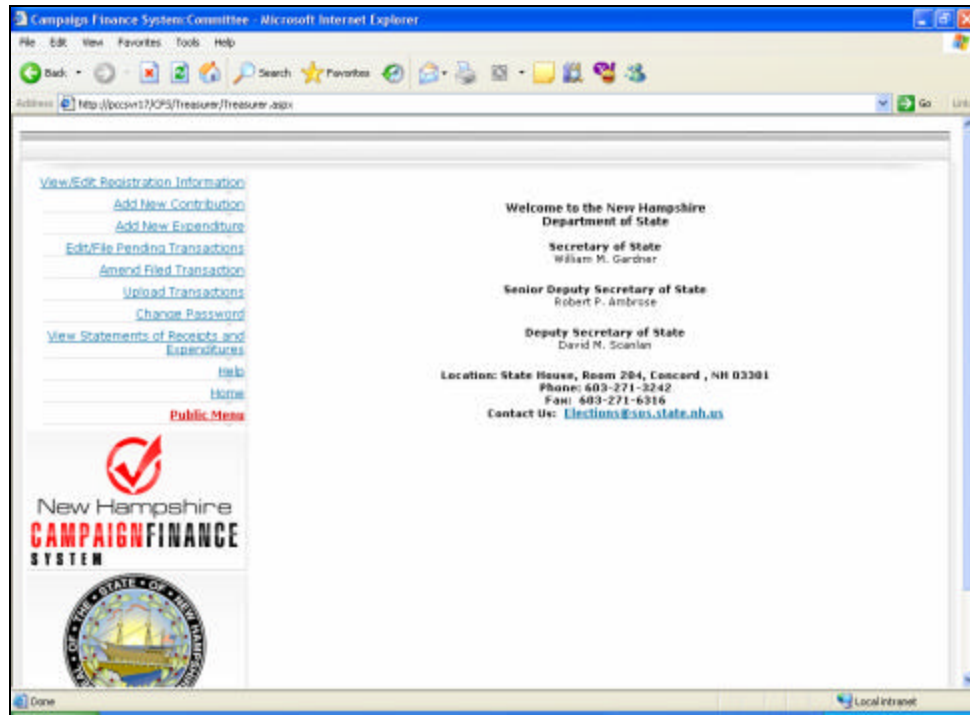
- Navigation Links:** View/Edit Registration Information, Add New Contribution, Add New Expenditure, Edit/Pending Transactions, Amend Filed Transaction, Upload Transactions, Change Password, View Statements of Receipts and Expenditures, Help, Home, Public Menu.
- ENTER NEW EXPENDITURE:** Payee Type: Individual/Business (dropdown), Payee Name: (text field).
- PAYEE DETAILS:** Existing Payee (radio button), Add New Payee (radio button), Payee Name: ABC Store, Payee Address: 123 Main St. Concord NH.
- EXPENDITURE DETAILS:** Election Type: Primary (radio button), General (radio button), Expenditure Date: 08/16/2008, Amount: (text field), Aggregate Amount: 0, Expend Limit: (text field), Expenditure Desc: (text field).
- Buttons:** Enter Expenditure, Clear.
- Logo:** New Hampshire CAMPAIGN FINANCE SYSTEM logo with the state seal.

Step 4: The system will give a confirmation message that the expenditure has been recorded. **The entered expenditure will now be listed under pending transactions. You have to file it later.**

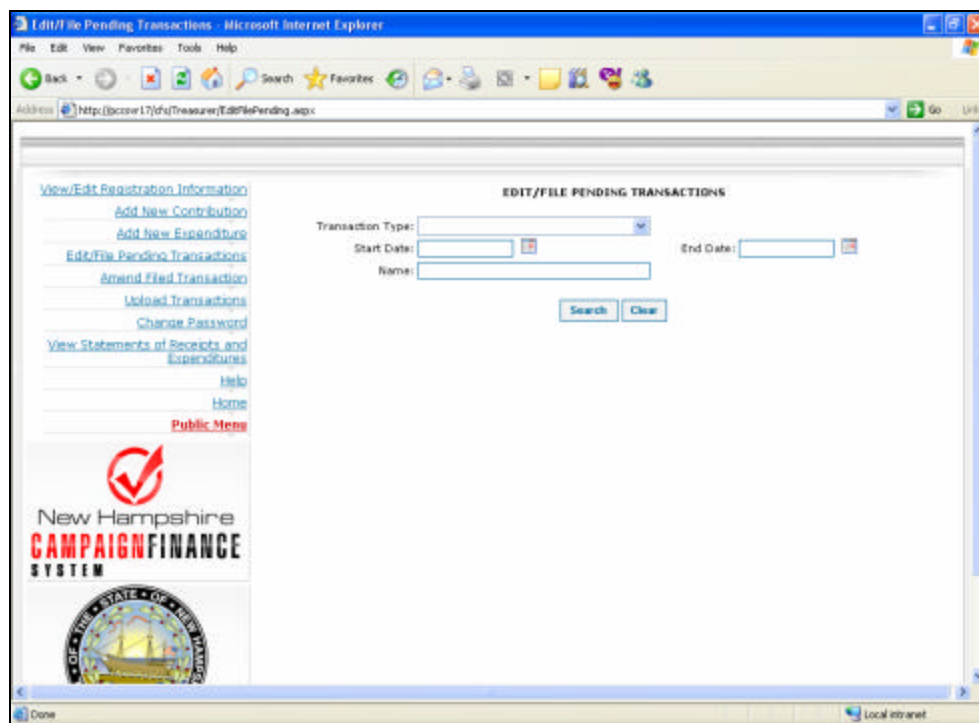
This screenshot shows the same 'ENTER NEW EXPENDITURE' form as in Step 3, but with a confirmation message displayed. The message is a small dialog box titled 'Microsoft Internet Explorer' with a yellow warning icon and the text 'Expenditure Entered Successfully'. The 'OK' button is visible. The form fields are the same as in Step 3, but the 'Amount' field now contains the value '20'.

5.6 Edit or File Pending Transactions:

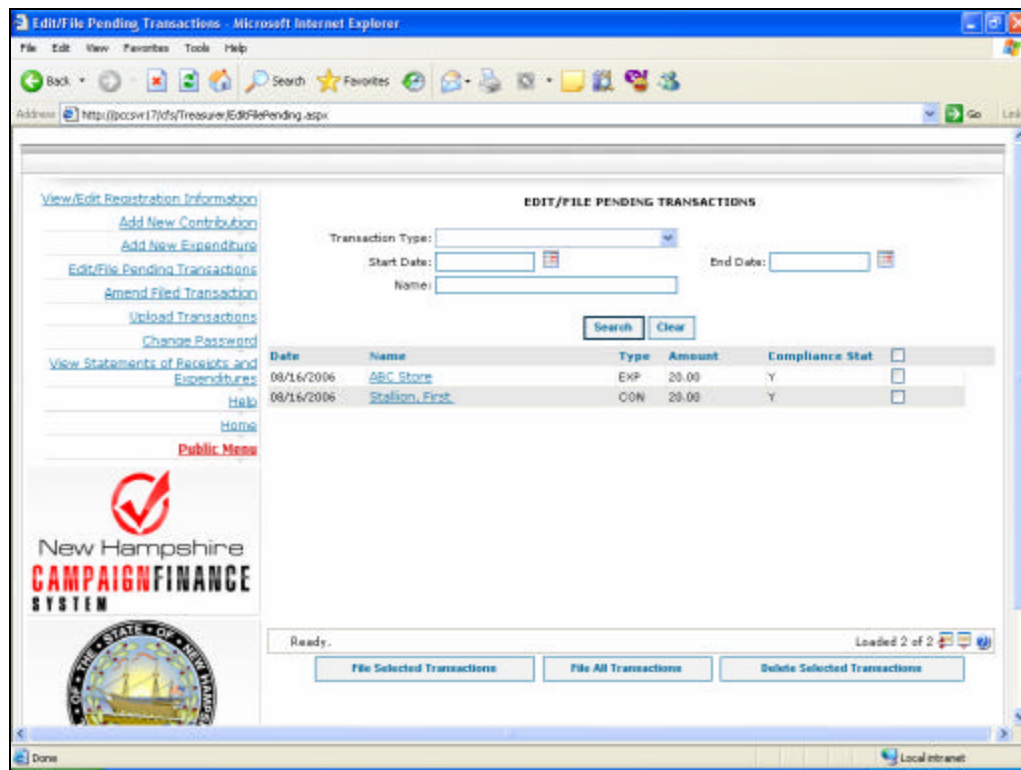
Step 1: Click the **Edit/File Pending Transactions** link on the Candidate/Committee menu.



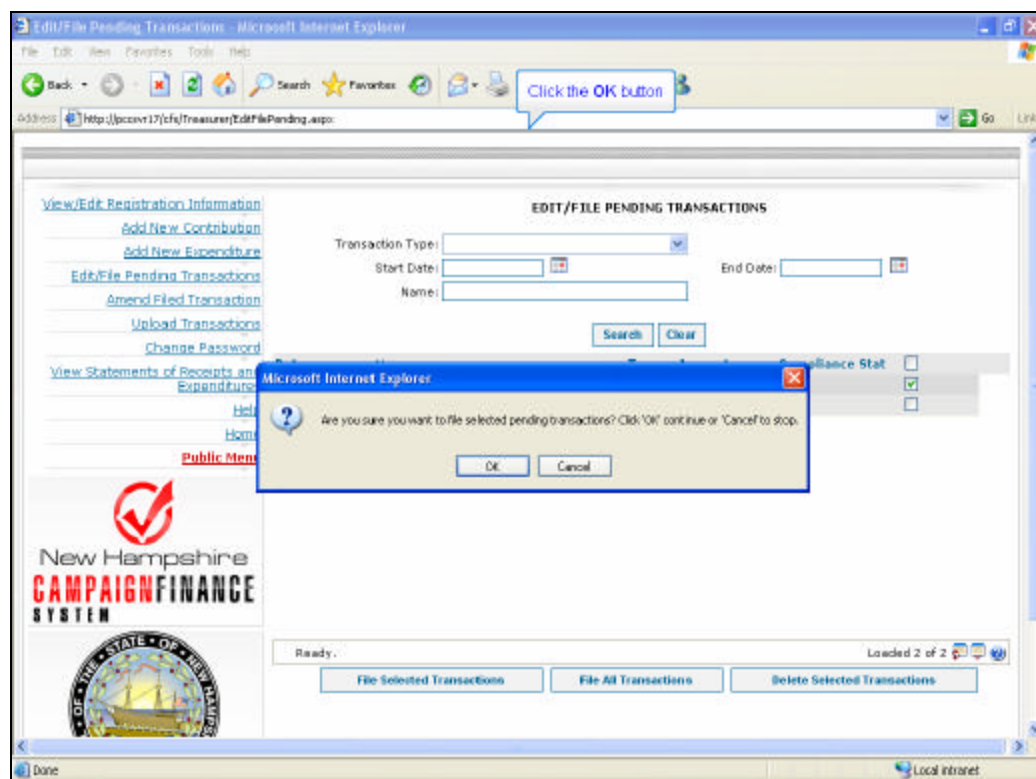
Step 2: A search page will be displayed. Here you can search for the pending transaction that you want to file or edit. Enter your search criteria and click **Search**.



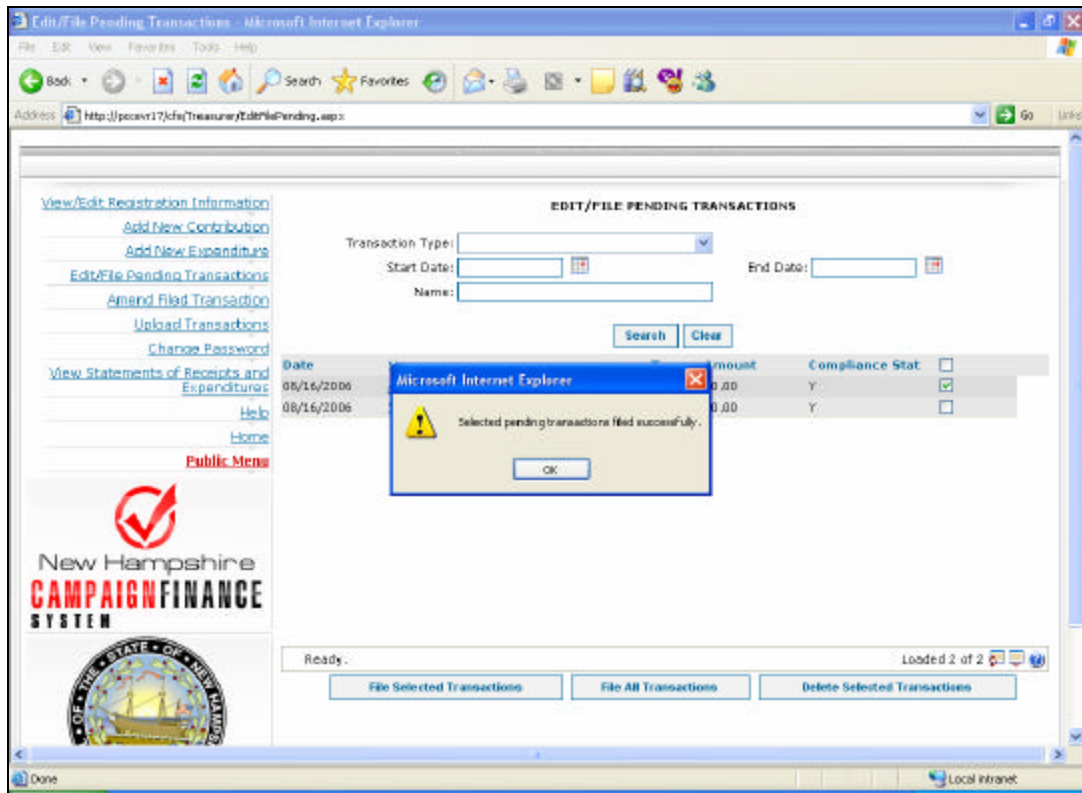
Step 3: The pending transactions will be displayed. You can click on the names and go to the edit page. Select one or more pending transactions that you want to file to the State.



Step 4: The system will prompt the user to confirm the action. Click the **OK** button.

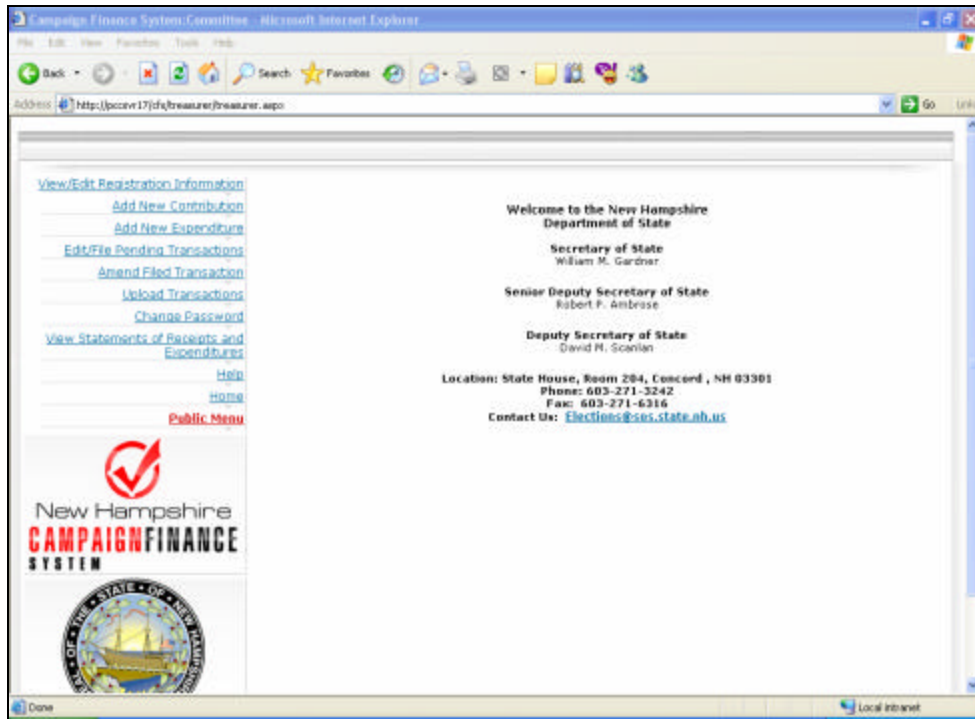


Step 5: The system will display a confirmation message.

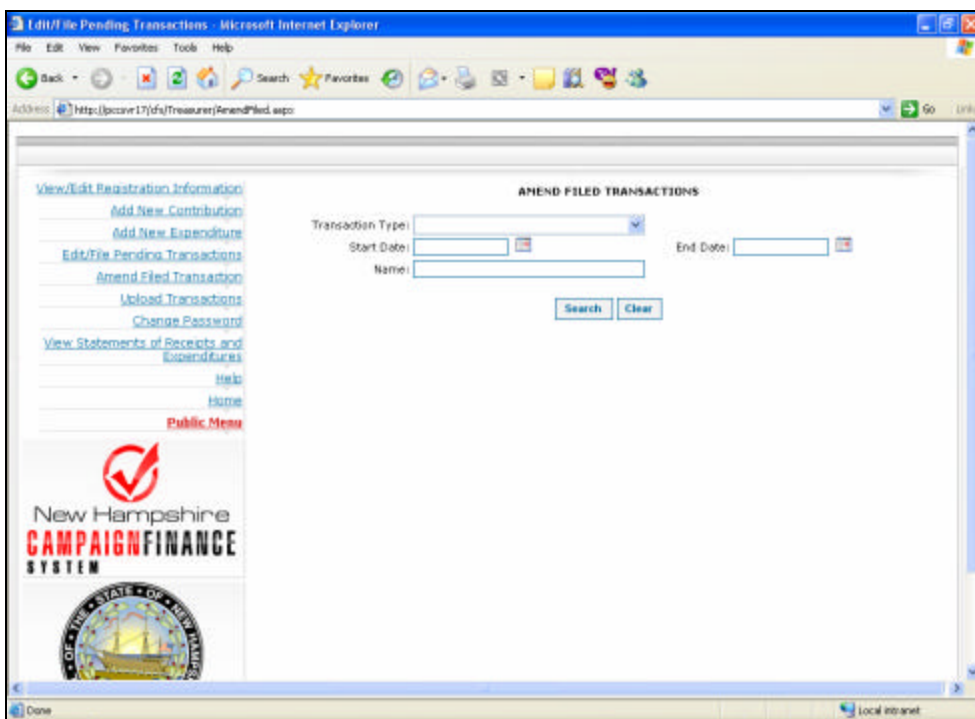


5.7 Amend Filed Transactions:

Step 1: Click the **Amend Filed Transaction** link on the Committee/Candidate menu



Step 2: A search page will be displayed. You can search for the filed transaction that you want to amend. Enter the search criteria and click **Search**.



Step 3: The filed transactions will be displayed. Click on the transaction name that you want to amend.

AMEND FILED TRANSACTIONS

Transaction Type: Start Date: End Date:
 Name:

| Date | Name | Type | Amount | Compliance Stat |
|------------|-----------------------------|------|--------|-----------------|
| 08/16/2006 | ABC Store | EXP | 20.00 | Y |
| 07/24/2006 | asdf.asdf | CON | 50.00 | Y |
| 07/24/2006 | asdf.asdf | CON | 15.00 | Y |
| 07/24/2006 | asdf.qwer | CON | 23.00 | Y |
| 06/14/2006 | Doe, John | CON | 50.00 | Y |
| 06/30/2006 | Smith, John | CON | 100.00 | Y |
| 06/30/2006 | Test, Test | CON | 50.00 | Y |

Reads: Loaded 7 of 7

Step 4: This will take you to the Amend Transaction page. Make the necessary changes on this page and click **Enter Contribution** or **Enter Expenditure**.

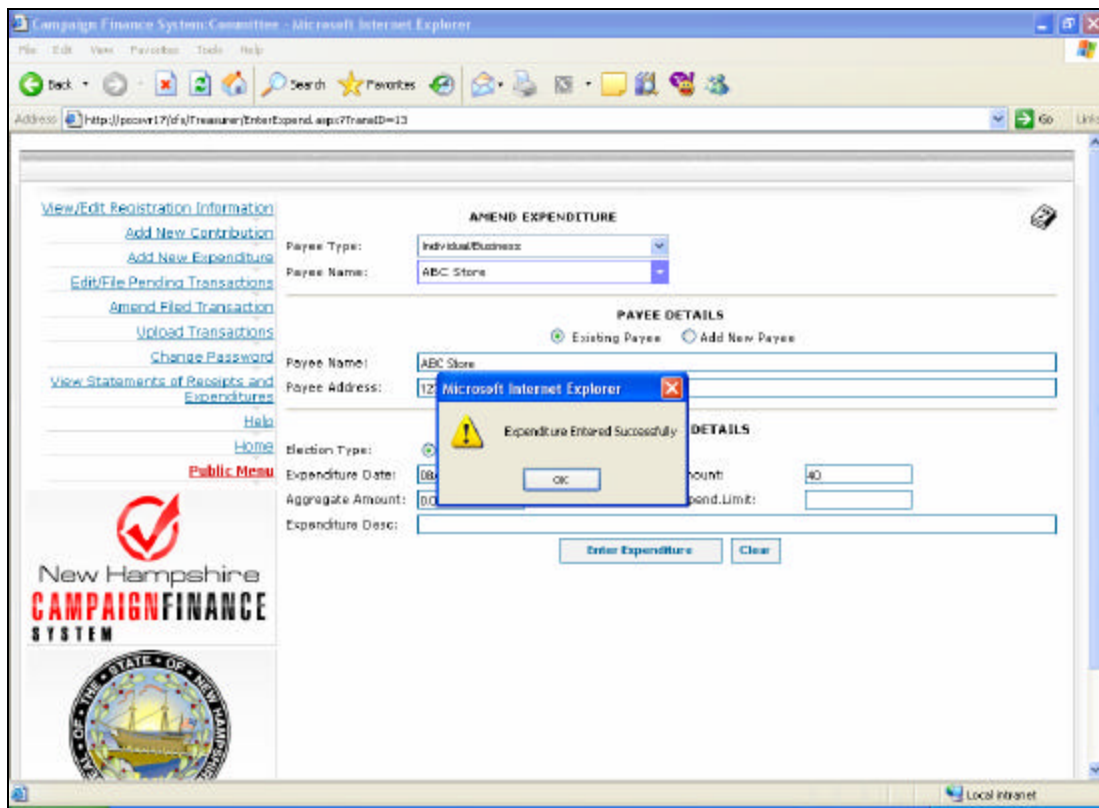
AMEND EXPENDITURE

Payee Type: Payee Name:
 Payee Address:

PAYEE DETAILS
☒ Existing Payee ☐ Add New Payee
 Payee Name:
 Payee Address:

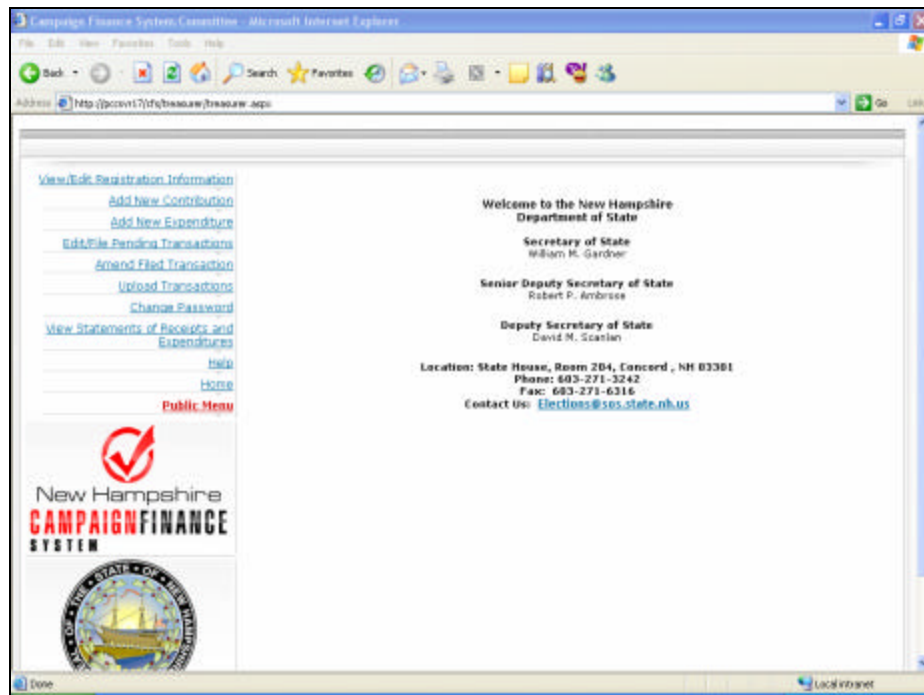
EXPENDITURE DETAILS
 Election Type: ☒ Primary ☐ General
 Expenditure Date: Amount:
 Aggregate Amount: Expend Limit:
 Expenditure Desc:

Step 5: The system will give a confirmation message that the amendment has been recorded. **The entered amendment will now be listed under pending transactions. You have to file it later.**

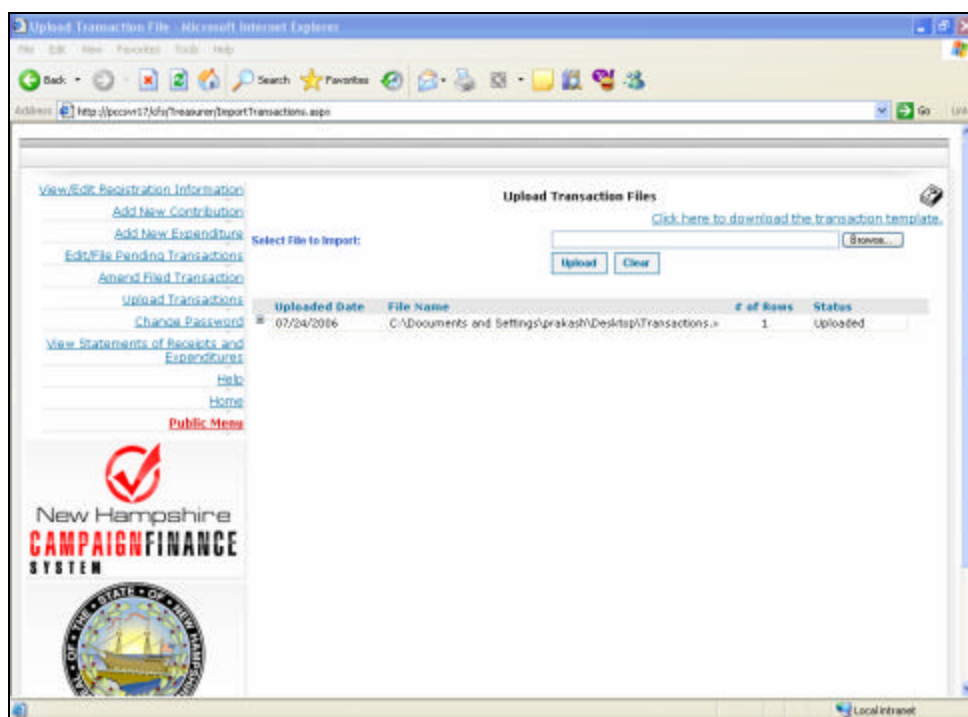


5.8 Upload Transactions:

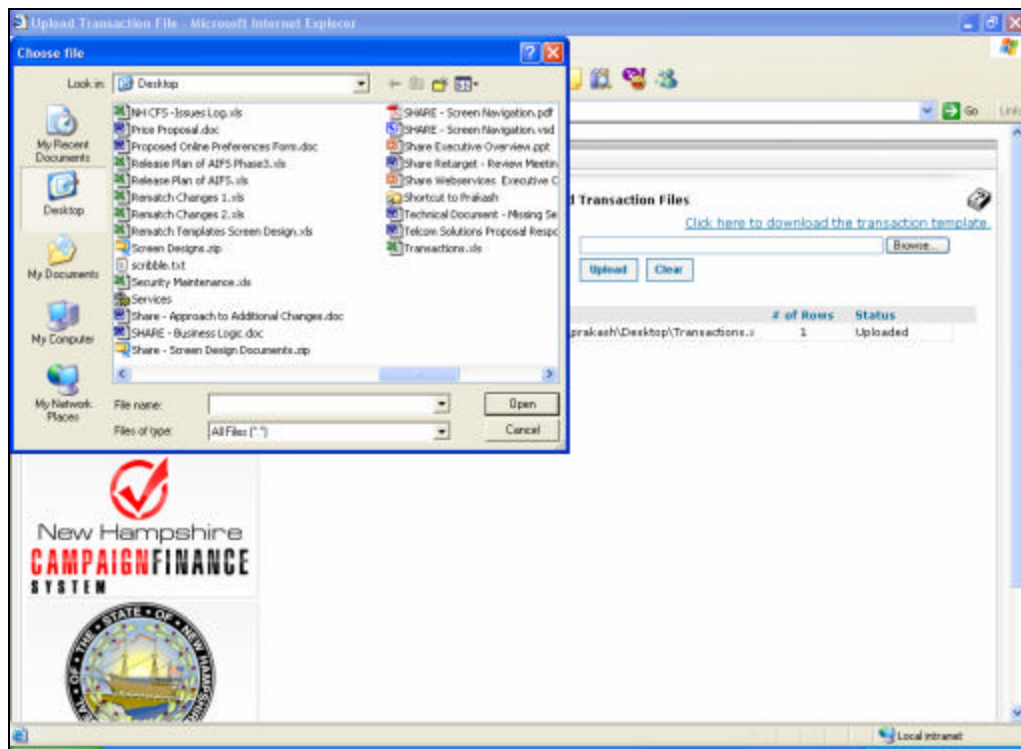
Step 1: Click the **Upload Transactions** link on the Committee/Candidate menu



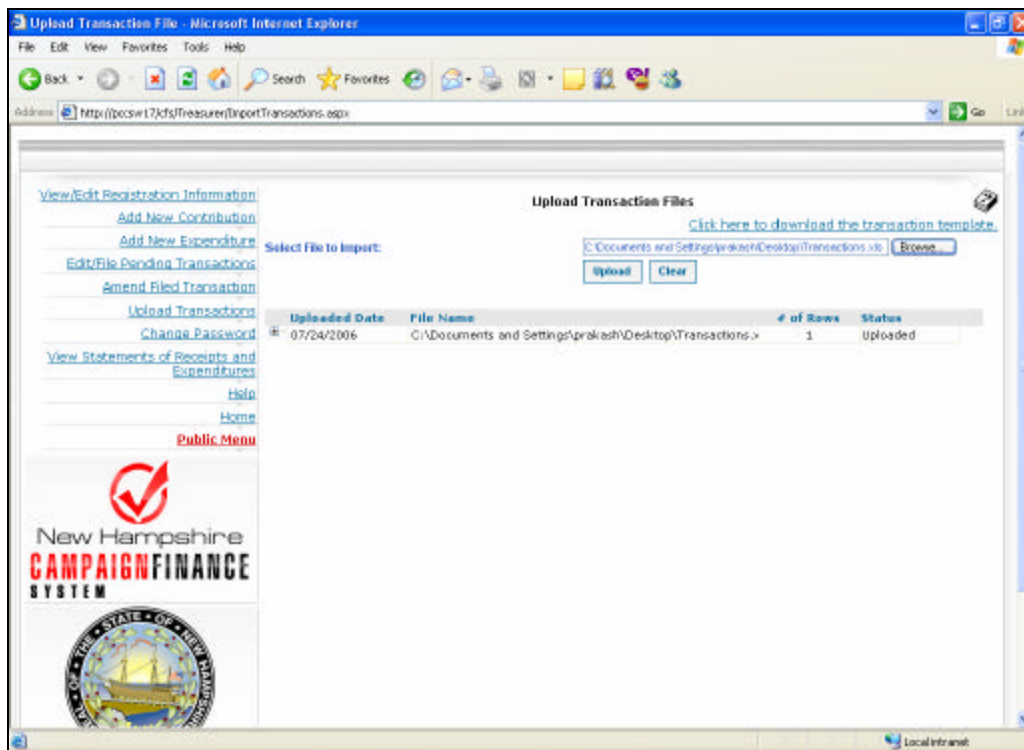
Step 2: The Upload Transaction page will be displayed. Here you can enter the file you want to upload or browse for the file. Click the **Browse** button. You can click on Click here to download the transaction template button to download the upload file template. This file is an excel spreadsheet.



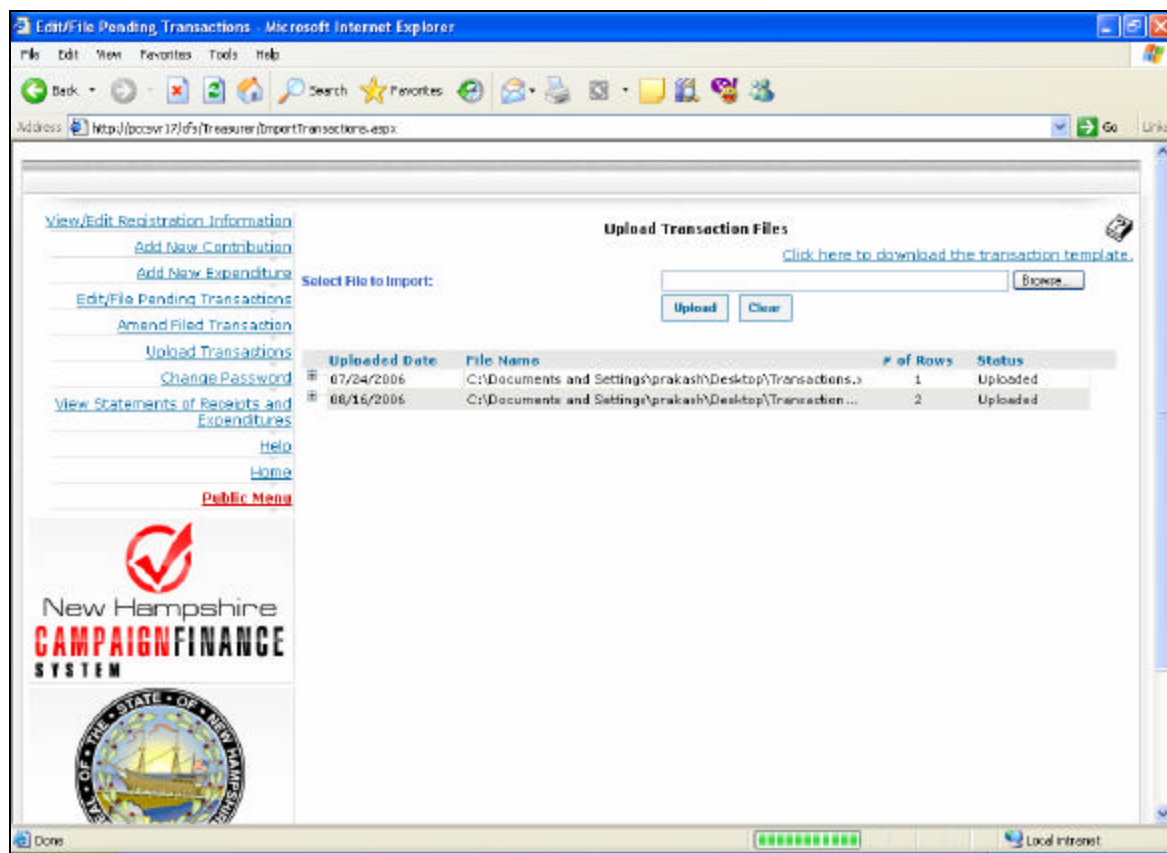
Step 3: Select the upload file and click **Open**.



Step 4: Click the **Upload** button.

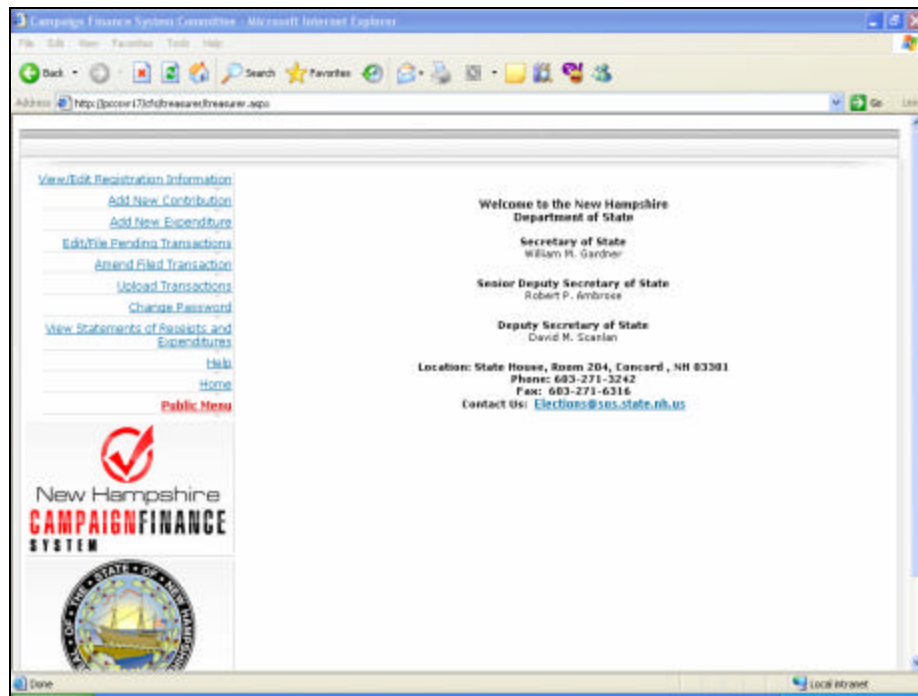


Step 5: When the page is refreshed, the uploaded file and its status will be displayed on the list. The system will process the file and post the results on this page. This might take a few or more minutes. If there are any errors in the file, they will also be displayed on the screen. **Once the upload is successful, the transactions that were uploaded will be listed under the pending transactions. You have to file it later.**

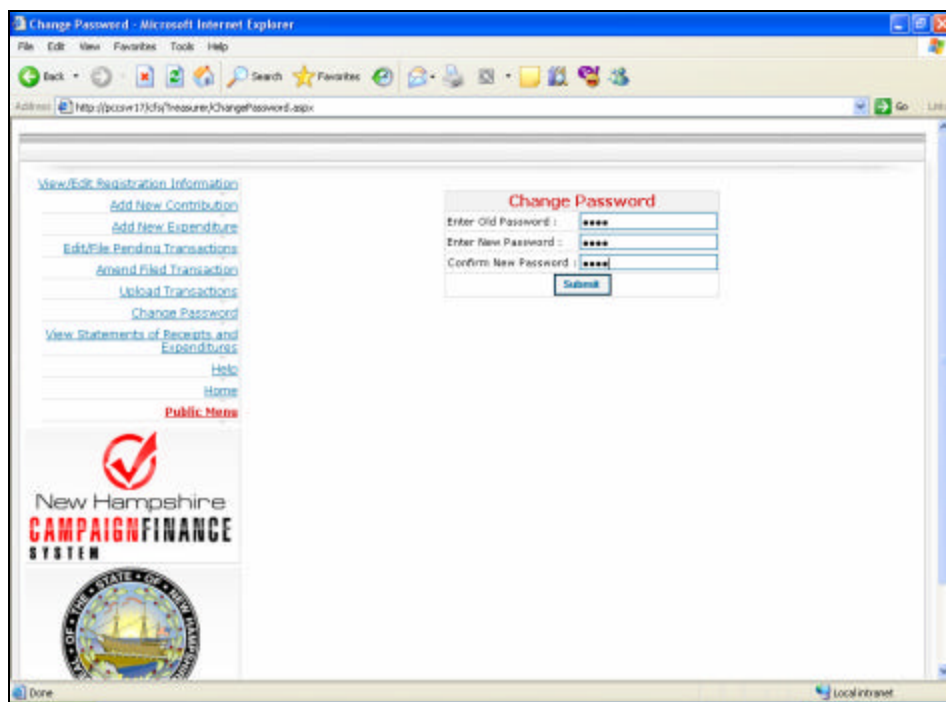


5.9 Change Password:

Step 1: Click the **Change Password** link on the Committee/Candidate menu



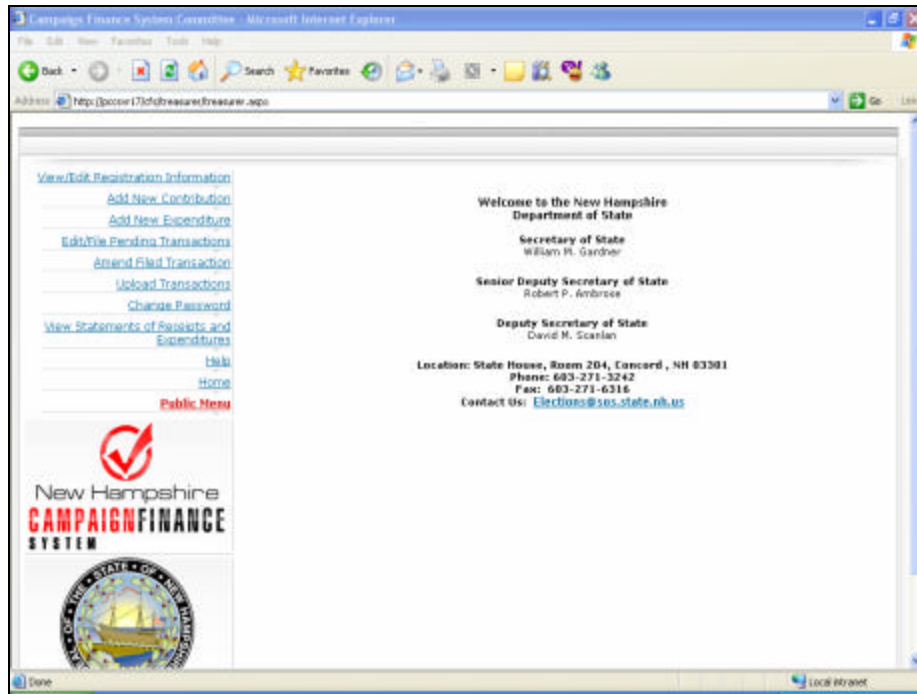
Step 2: The Change Password screen will be displayed. Enter the old and new passwords and click **Submit**.



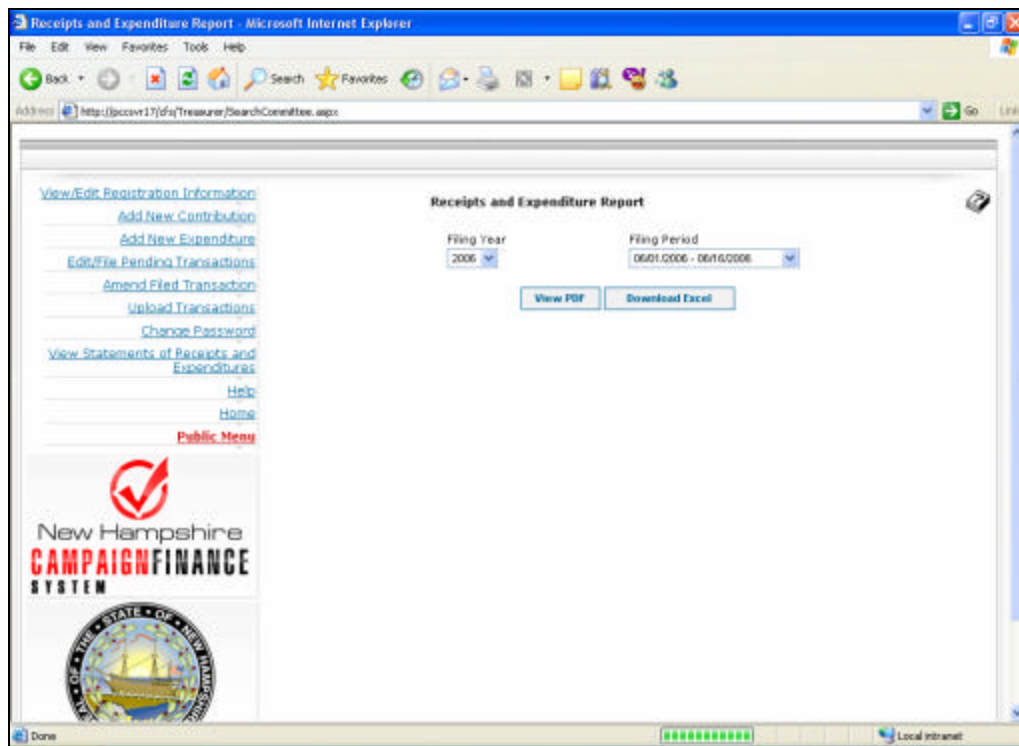
Step 3: The system will display a confirmation message.

5.10 View Statements of Receipts and Expenditures:

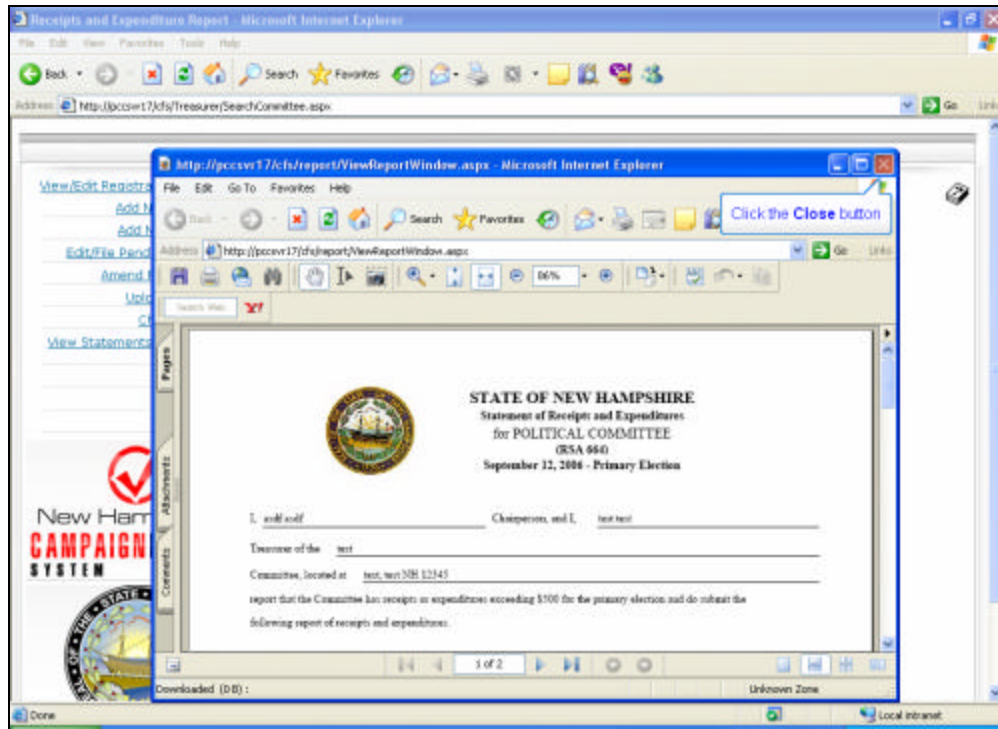
Step 1: Click the **View Statements of Receipts and Expenditures** on the Committee/Candidate menu



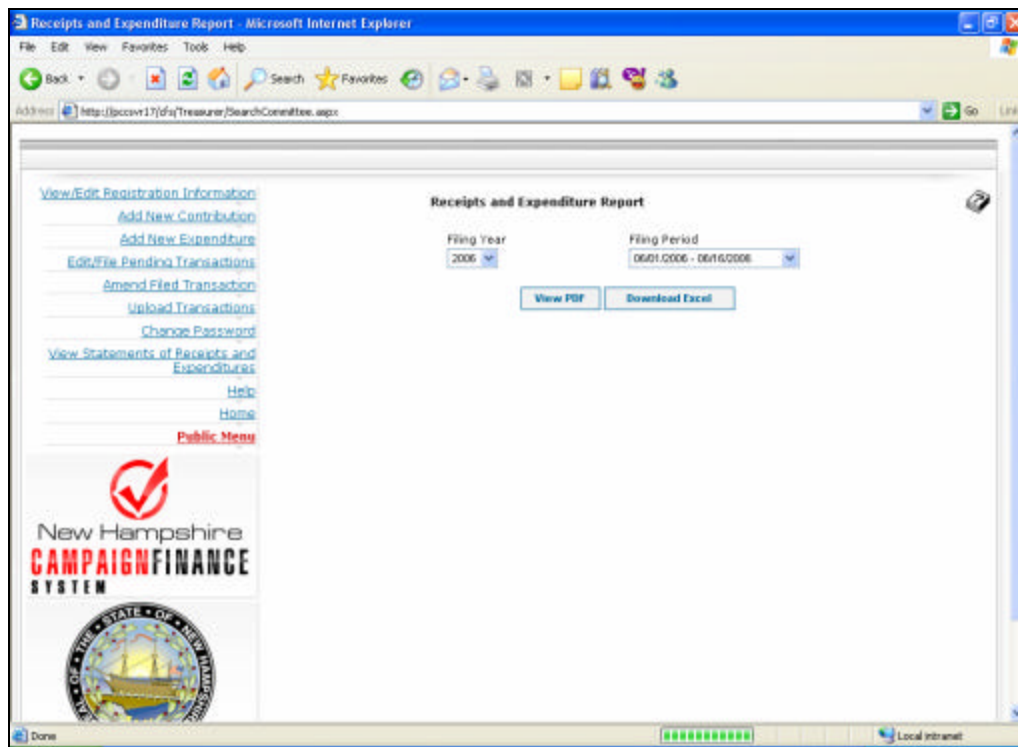
Step 2: The reports page will be displayed. Select the report that you wish to view. Click on the **View PDF** button to view a PDF version of the report.



Step 3: A PDF version of the report will be displayed.



Step 4: Click on the **Download Excel** button to get an Excel version of the report.



Step 5: An Excel version of the report will be displayed.

| | Committee | First_Nam | Middle_Ni | Last_Nam | Business_ | contributor | contributor | street_num | street_name | line2_addi | City | State | Zip_code | zip_ext | Date | Pec Tr |
|----|-----------|-----------|-----------|----------|-----------|-------------|-------------|------------|-------------|------------|------|-------|----------|---------|-----------|--------|
| 1 | 11 | John | | Doe | | | | | | | | | | | 6/14/2006 | F |
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Note:

1. The Reports available on the Committee/Candidate section will contain both the filed and pending transactions. The Reports available on the Public section will contain only the filed transactions.
2. The Committees/Candidates can view their reports before a filing deadline. The Public user can only view report after the filing deadlines.